SUNGARD® PUBLIC SECTOR

ENVISION THE FUTURE HAPPENING TODAY

Software and Implementation Services for Financial and Human Resources

for

City of Shoreline, WA

June 24, 2016

COPY

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Non-Disclosure Statement

The terms and conditions contained in this proposal will automatically expire 180 days from the date of the proposal, unless renewed, extended or terminated earlier by written notice from SunGard Public Sector LLC. Unless otherwise stated; taxes that may be applicable are not reflected and will need to be paid by the client.

Any modification pricing provided in this proposal is an estimate only. Detailed analysis of your specific requirements is needed prior to providing exact pricing.

If applicable, the prices and information on any third-party products and services are subject to change and are submitted for your information only. The terms and policies of any third-party vendor govern all portions of this proposal related to those products and services.

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SUNGARD®

June 22, 2016

Mr. John Frey, IT Project Manager
City of Shoreline, City Clerk's Office
17500 Midvale Avenue North
Shoreline, WA 98133-4905

Dear Mr. Frey and members of the Evaluation Committee:

SunGard Public Sector (SunGard) is pleased to present this proposal to the City of Shoreline in response to RFP No. 8533 for Software and Implementations Services for Financial and Human Resources Software Selection Project. As the City's current financial system software provider, we believe we are uniquely qualified to continue partnering with the City. We understand your current environment and offer the perfect blend of functionality, experience, focus, and services.

As requested, please refer to Attachment B – Statement of Non-Collusion Form located in Tab 17 – Attachments: Required Forms and Worksheets.

Please direct any questions to Mr. Matt Chavez, Senior Account Executive, at 530-228-4247 or matt.chavez@sungardps.com. He is based in our Chico, CA office located at 265 Airport Blvd, Suite 200, Chico, CA 95973.

Sincerely,

Jillian Macau
Vice President and General Manager

Executive Summary

The City of Shoreline (City) is evaluating options to satisfy its Financial and Human Resources needs. We believe we are uniquely qualified to continue partnering with the City, as we understand your current environment and offer the perfect blend of functionality, experience, focus, and services.

SunGard specializes in applications specifically designed for the public sector. We have been developing software solutions for 34 years. This original and continued focus delivers functionality that benefits the City in many ways. SunGard is a division of FIS, one of the world's largest information technology software and services companies with revenues exceeding $9 billion. With our government experience and fiscal stability, you can count on us to be there to meet your needs today and well into the future.

The proposed software (most of which the City already owns) is important; however, it takes the right blend of services and personnel to achieve successful implementation. This proposal includes half-time onsite Project Management, a Business Process Review, and Change Management to assist with user acceptance and data conversion. Our consulting services are based on over 100 IFAS-to-ONESolution migrations. SunGard is in the best position to provide you with the solution you require.

Additionally, this proposal includes SunGard Public Sector Analytics (SunGard Analytics) and CAFR Constructor. SunGard Analytics provides dashboards, reports, and the ability for users to consume tailored data. Additionally, we provide a CAFR Constructor that is a tool to help you build narrative reporting. SunGard will help you build your CAFR in year 1. By year 2, close to 95% of the work is already done for you.

This blend of software and services differentiates us from our competition. We look forward to the opportunity to prove that we are the right fit for you.

Tab 2 – Software Solution

As a leading provider of integrated software applications for the public sector, SunGard has the total solution to fit your present needs and to grow with you into the future.

The proposed ONESolution Financials and HR/Payroll suites are part of SunGard's comprehensive product line for local government, delivering the critical software functions you need with a simple and efficient common user interface. This unified, enterprise-wide solution set delivers leading-edge functionality, usability, and value to public sector organizations. Finance directors, budget supervisors, utility and public works directors, and public safety and justice executives and managers can collaborate and share information using ONESolution. And citizens and staff can rely on a consolidated ePortal that provides information and services when and where they need them.

Please refer to Attachment C – Proposed Functional Areas Form located in Tab 17 – Attachments: Required Forms and Worksheets.

Proposed Solution

Based on the requirements of the City, we propose the following ONESolution applications:

ONESolution Financials

- General Ledger
- Job/Project Accounting Ledger
- Project Allocation
- Budgeting
- Accounts Payable
- Bank Reconciliation
- Purchasing
- PunchOut
- Bid and Quote Management
- Stores Inventory (Warehouse)
- Fixed Assets
- Accounts Receivable
- Accounts Receivable Online
- Grants Management
- Contract Management

ONESolution Human Resources/Payroll

- Human Resources
- Payroll
- Time Card Online
- Position Budgeting
- Employee Online
- Personnel Actions

ONESolution Foundation/Core

- Cash Receipts
- Desktop
- Workflow
- Easy Laser Forms
- Documents Online
- SunGard Public Sector Analytics (SunGard Analytics)

Responses to Specific Questions

1. **What is the name and current release number of the product(s) being proposed?**

   Response: The current release of ONESolution being proposed is version 16.2. SunGard installs the most current version at the time of implementation for all customers.

2. **When will the next release be available (both major and minor releases)?**

   Response: The next major release of ONESolution, version 17.1, is scheduled for release in the spring of 2017. The next minor release of ONESolution, version 16.3, is scheduled for October 2016.

3. **How often are releases provided, and what is the process to test each release? Would the City be able to test releases in a test environment prior to pushing updates to a live environment? Does the system have the ability to roll back updates should challenges or bugs be encountered?**

   Response: The Software License and Service Agreement guarantees one release annually. However, there is generally a point release of each ONESolution Public Administration product three times per year. Hot fixes are released when necessary for system down time or progress blocking issues. Releases are provided to all customers with current maintenance agreements at no additional cost.

4. **What is the licensing model (named, concurrent, site)? Does the licensing model vary based on the deployment method (locally hosted, vendor hosted, subscription based)?**

   Response: Our current agreement with the City is a concurrent-user model. We won't charge the City additional user licenses on the modules already owned. We will extend a population license (essentially a site license) for any new modules. The City licenses new modules based on the population and maintenance is driven off of that. The City will not have to pay to add users in the future and it won't matter if the City grows or shrinks in size.

Tab 3 – System and Application Architecture

SunGard responded to the City's design philosophy and technical requirements on the following pages as requested in the RFP.

1. **Describe the design philosophy of your application. Include in your response the degree to which there is a common design philosophy across all modules, common programming languages and tools, and the extent of shared software code across all applications (e.g., the code to generate an address label or perform system rounding should be the same code for that function in all components of the application).**

   Response: ONESolution is a unified, enterprise-wide solution set that delivers leading-edge functionality, usability, and value to public sector organizations. Finance directors, budget supervisors, and managers can all collaborate and share information. Your various departments and functional organizations benefit from integrated workflow solutions that tie participants together through well-defined and managed processes that are aligned with the City's business practices.

   The proposed ONESolution applications are also highly configurable. Table parameters provide extensive opportunities for customization, ranging from how the chart of accounts is defined to how payroll is calculated. The inherent integration and flexibility of ONESolution provide limitless options that eliminate duplicate data entry and disjointed systems, such as Microsoft Excel and Access.

2. **List all hardware/operating system/database platforms upon which the product is supported. Provide specifications in terms of processors, processor speed, memory requirements, and other sizing and capacity factors to assist the City in budgeting for and acquiring hardware. Indicate whether each configuration is in production at a City or County close in size to the City. List which industry standard benchmarks or guidelines measures are used to establish this recommendation.**

   Response: Please refer to Tab 19 – Appendix 2: Hardware Specifications for the recommended hardware for this project. We do not provide minimum specifications. Provided information includes recommended specifications.

3. **List all desktop operating systems that are simultaneously supported on a single installation/version of the application. Indicate hardware/operating system platform if that is a consideration for support.**

   Response: Please refer to Tab 19 – Appendix 2: Hardware Specifications for the recommended hardware for this project.

4. **Describe how often major and minor software updates are provided, as well as the level of City resources required for a major update, and the level of resources required for a minor update.**

   Response: SunGard guarantees one release annually. However, there is generally a point release of each ONESolution Public Administration product three times per year. Hot fixes are released when necessary for system down time or progress blocking issues. Releases are provided to all customers with current maintenance agreements at no additional cost. For the premise-based option, service packs and new versions can be downloaded from SunGard's support website.

5. **The underlying architecture of the application design is important to the City. Please describe your system architecture model and explain the capabilities and features of this model that led to your use of it in developing this system.**

   Response: ONESolution is deployed in an N-tier architecture using Windows Presentation Foundation technology. The components of the N-tier architecture consist of the client tier, middle tier, and database tier. The client tier represents the workstations where data entry is performed, the middle tier represents the Application Servers where the business logic/functions are performed, and the database tier represents the server where database operations are performed. The system supports deployment through Microsoft's ClickOnce Technology, allowing the software to be deployed to clients from a central location. The advantages to using this architecture are numerous:

   - State-of-the-art user-based design offers intelligent workflow for all key user roles.
   - ONESolution's Windows .NET/SOA technology provides the familiarity and flexibility of a Windows interface.
   - ONESolution is a complete enterprise-wide solution with the interoperability to integrate with other third-party applications.
   - The solution offers configurable workflows allowing customization based on individual agency needs.
   - The solution offers embedded mapping, business intelligence, and reporting for effective enterprise management and integrated citizen services.

6. **Describe your approach to ensure scalability of the product. This includes transaction growth, upgrades and replacements of components of the architecture, technology, and application.**

   Response: Using Microsoft standards allows SunGard to provide a solution that is flexible in design, easily upgraded, and largely supported. As the City's needs grow, our proposed solution can grow as well. This ability to grow is due to the standardization of Microsoft's

operating software and industry standard hardware, which allows incremental growth by adding more hard drive space, memory, etc. and incorporating additional Microsoft software if needed. Our proposed application software is scalable to meet the City's growth needs as ONESolution was built to handle large customers. We have clients that use ONESolution with populations from 50,000 to 500,000 and employee counts between 500 and 10,000.

7. **List the special access capabilities for which you provide the customer the ability to augment your solution. These might include touch screen, imaging, voice response, computer integrated telephony, wireless, etc.**

   Response: ONESolution has its own Content Management solution, Documents Online, which the City already owns. Other client organizations use an Enterprise Content Management solution like Laserfiche, OnBase, or SharePoint to augment ONESolution.

8. **What is the source language(s) of the product?**

   Response: The user interface is based on WPF, and is written in .NET/C#. The application server is written in .NET/C#/C++.

9. **Is the source code available and, if so, under what conditions/terms?**

   Response: SunGard reserves the right to restrict access to its source code. For the restricted applications, SunGard has placed the source code in escrow with a nationally known escrow agent (Iron Mountain) and has negotiated terms whereby the City has an option, at City's expense, to have its name added as a beneficiary thereunder. We are pleased to offer this escrow agreement to the City because it has been accepted, as a sole option, for those of our Customers who desire having access to the source code in the event that SunGard goes out of business, ceases providing support for the software, or does not provide adequate support for the software.

10. **What is ability to support industry standards in areas such as communication protocols, security, EDI, object technology, user interfaces, etc. Please comment on any area where you do not support industry standards.**

    Response: SunGard makes every effort to support industry standards in every area.

11. **Describe your ability to retain all user made changes to business rules, standard screens and standard reports when new releases of base software are installed.**

    Response: Business rules are stored in the database and are retained and not overwritten during updates.

12. **List all browsers that are certified for use with the application, and describe any required browser add-ons, function enablement, etc.**

   Response: SunGard's ONESolution is a next generation Windows Presentation Foundation (WPF) client application referred to as a smart client. Smart client applications provide a rich-client model with thin-client (i.e. browser) manageability. The SunGard smart client is deployed using Microsoft's ClickOnce technology. ClickOnce is used to solve the common concerns associated with classic thick client deployments, eliminating the need to provide administrative privileges to users and proving a low-impact method for deployment that can be executed from the web, a shared network location or even a file location such as CD or virtual drive. SunGard users are automatically notified when a new version or update is available and the software is automatically installed without the need for your IT department to touch the machine. The smart client application allows SunGard to provide a feature rich, highly dynamic user experience that is not capable with browser-based solutions.

13. **What technology does the Proposer's relational database management system (RDMS) use to ensure integrity and completion of all transactions? Two-phase commit is one such technology.**

   Response: We use SQL Server's transaction processing beginning each with a Begin Work. With successful completion the transaction is committed. If an error occurs in processing, we rollback the transaction. If SQL Server encounters an error or for some reason fails, the transaction is rolled back. We use single-phase commits, as the activities that update the database do so from one database connection. There are some processes that commit on a record-by-record basis and in such cases we provide a manual undo/rollback mechanism.

14. **Please describe the major/minor upgrade process that is required if the solution requires a client based installation.**

   Response: For the premise-based option, service packs and new release versions can be downloaded from SunGard's support website.

15. **Describe the types/form of release materials that are made available for end-users, in order to help end-users better understand new features.**

   Response: Release Notes are created with each update and provide specific information as to changes from a task and application perspective. ONESolution's online documentation is installed locally on your web server and contains a complete set of resources that provide you with detailed information about each application. The online help is updated with every major release.

Tab 4 – Implementation Methodology

SunGard uses a pragmatic and client-friendly project management style evolved from years of experience managing both small and large local government software projects. We set clear and concise deliverables for every step of the process and adapt our project management reporting procedures to the customer's needs.

SunGard's Project Managers are trained and certified in Project Management Body of Knowledge (PMBOK) practices. Our professional experience, combined with local government and ONESolution application expertise, make us uniquely qualified to efficiently and effectively meet your needs.

Initial project management activities include the development of a detailed project schedule. This schedule indicates the activities, tasks, deliverables, and milestones required for the project team to accomplish their assigned work. The schedule is Microsoft Project or Excel-based and is maintained and updated throughout the lifecycle of the project. Your designated Project Manager provides you with detailed status reports as well as an ongoing implementation issues list. Status reports show progress against key implementation milestones and identify risk relative to completing future deliverables

Risk management planning is vital to a successful implementation. SunGard's risk management plan incorporates early identification of potential project risks, their likelihood, and their potential severity. An owner is assigned and a plan is created for each significant risk and includes a strategy for risk elimination, mitigation, and contingency.

Another critical component of success is communication. SunGard assists the City with creating a communication plan identifying internal and external stakeholders; it details messages they need to receive, how often messages should be sent, and in what medium. After the plan is established, a calendar is used to create specific communications tasks for the Project Manager.

An Issues Log is the central repository for all issues to be entered, tracked, and managed to resolution. Additionally, the log contains a tab to document key project decisions. The Issues Log is a Microsoft Excel spreadsheet accessible by all project stakeholders. The log is an effective tool to foster a collaborative environment.

Your SunGard Project Manager conducts weekly meetings throughout the implementation. Members of the implementation team, including both Project Managers, functional leads, and other staff as needed, typically participate in the meetings. The agenda is driven by the Issues Log. SunGard's use of Microsoft Project Server provides the City and SunGard's team with access to all project documents.

Implementation of any ERP requires change throughout the organization. Change may impact systems, work processes, and people at all levels. SunGard has experience managing large software implementations and has a proven change management methodology. The vision, leadership, and buy-in of key City stakeholders and staff are vital to manage change during a software implementation.

Past experience has taught us that several strategies facilitate successful change:

- Vision – City leadership must create a vision for the new system and share it with the entire organization.
- Communication – SunGard's communication plan details who, what, when, and how to communicate project information.
- Involvement – Executive and stakeholder participation during the process reduces resistance and creates excitement for the vision.
- Leadership – Direction and guidance at all levels help staff embrace and engage change.

SunGard helps you create a training and communication plan early on. Throughout implementation, SunGard's Project Manager and consultants provide support and coaching for affected individuals. Our proven methodology of building support, addressing resistance, and developing required knowledge lets you successfully implement change.

Our implementation approach consists of five phases, each featuring critical service delivery events and other elements that ensure consistent, predictable results:

1. **Initiating** internal knowledge transfer, due diligence, such as contract review
2. **Planning** required tasks and associated timelines; key milestones during this phase include presentation and review of the project plan and development of a Communication Plan.
3. **Executing** the active phase of implementation including core services related to installation, configuration, data conversion, training, testing, and controlling all aspects of the project.
4. **Transitioning** the project to Go Live including verifying completion of all project deliverables and conducting advanced training.
5. **Closing** and verifying that deliverables are met and the transition to Product Support and the Client Success Executive (CSE) is complete.

Specific Questions

1. **Proposers shall describe any assumptions made in Proposals in detail. These should include any assumptions related to the current City technical environment, staffing, project management approach, and City resources available during implementation and support phases.**

   Response: We assume that we will provide half-time onsite Project Management for 12 months, Change Management (Prosci methodology), installation, consulting and training services (train-the-trainer) to deliver a successful project. We also assume the City will provide dedicated resources to match our effort. We require a City Project Manager and leads in each functional area that will be dedicated (GL, Budget, Purchasing, AP, Human Resources, Payroll and Technical) at various phases of the project.

2. **What is your process for monitoring, escalating, and resolving issues that will arise during the Project?**

   Response: The City and SunGard should anticipate challenging issues to arise throughout the implementation process due to the complex magnitude of this project. In order for challenging issues to be remedied in a timely fashion, the City and SunGard will use the following escalation procedure:

   - All communication regarding the project should be directed to SunGard's Project Manager and the City's Project Managers in order to maintain consistent communication between the parties. Scheduled periodic calls are maintained between the Project Manager and the City's Project Team.
   - All issues or concerns are discussed actively and openly between SunGard's Project Manager and the Counties' Project Managers.
   - If issues begin to interfere with the progression of the implementation project, the City and/or SunGard should escalate challenges to SunGard management in the sequence below as needed:
     1. Project Manager
     2. Director of Professional Services
     3. Vice President and General Manager of ONESolution Public Administration
     4. CEO

3. **Provide a clear description of Project management responsibilities between the City and the Selected Proposer.**

   Response: The City's Project Manager is responsible for:

   - Partnering with SunGard's Project Manager to manage customer tasks and resources
   - Managing the project schedule/budget to achieve the planned Go Live dates

- Facilitating issue resolution
- Ensuring contractual responsibilities are satisfactorily met
- Ensuring staff responsibilities are satisfactorily met
- Ensuring change management with operating departments is effective

The SunGard Project Manager is responsible for:

- Partnering with City's Project Manager to coordinate SunGard tasks and resources
- Meeting each project deliverable attributed to SunGard
- Assisting the City in maintaining and managing project deliverables
- Facilitating resolution for project issues
- Communicating priorities to the SunGard project team members
- Ensuring that all aspects of the SunGard implementation process are well planned and executed
- Scheduling all SunGard project resources

4. **Does your firm complete the implementations of the product being proposed or is this effort outsourced to a systems integrator or contractors/sub-contractors? Is your firm a systems integrator?**

    Response: SunGard implementations are performed by SunGard employees.

The following are the descriptions of the proposed Additional Services.

Additional Services

Associated costs for additional services are included with the pricing under separate cover.

Business Process Review

Our proposal includes a Business Process Review by experienced SunGard consultants. The review particularly focuses on areas that present challenges or need improvement.

SunGard consultants visit the City and meet with subject area owners across departments to understand your current as is business processes. Examples include how the City's chart of accounts is set up, how you process purchase orders, or how the City handles new hires. We then discuss system options, including methods used at other public sector organizations. Based on industry best practices, SunGard recommends redesign of policies, processes, and software to improve City efficiency. The decisions are documented and deployed during configuration and training.

For example, the General Ledger agenda explores the existing chart of accounts, ONESolution structural concepts, and the new chart of accounts setup.

The SunGard consultant works with appropriate staff to:

- Explore organization key options
- Define organization key parts
- Explore object code options
- Define object groups

Change Management

Change management services are included in this proposal as an optional service. This option provides the City with a designated Change Manager who is formally trained and certified under the Prosci® ADKAR® Model of change management.

SunGard's change management methodology is based on the Prosci change management process. It has three primary phases: Preparing for Change, Managing Change, and Reinforcing Change.

Phase 1: Preparing for Change. Activities in this phase prepare you and your team for change management, enable your sponsors to support the change, and help you architect a high-level change management strategy. ADKAR and other assessment instruments are employed during this process. Outputs of this phase include sizing the change profile, organizational attributes profile, change management strategy guidelines, change management team structure, and sponsor structure and responsibilities.

Phase 2: Managing Change. During this phase, your needs guide us through the design and implementation of your change management plans and activities. All plans and activities are customized based on the characteristics of the change and the unique attributes of your organization.

Phase 3: Reinforcing Change. Reinforcing change includes analyzing the results of your change management activities and implementing any necessary corrective actions. This focus area also includes celebrating early successes, conducting after-action reviews and transferring ownership for change management to the City.

Tab 5 – Project Schedule

SunGard's phased implementation approach maximizes the benefits of the proposed product suites. ONESolution Financials and Human Resources/Payroll (HR/PY) can be implemented concurrently. A complete Financials and HR/PY implementation is typically 12 months.

All implementations begin with project planning, business process reviews, discovery, set up, and conversion of initial configuration and pilot departments. The configuration and data conversion from the legacy system is completed within five to seven months and the system is fully tested. SunGard runs a proof of concept with a small subset of employee data to demonstrate ONESolution functions. This includes verifying payroll data on the subset; once verified, full data conversion is conducted. SunGard consultants train staff and assist in running full, parallel payrolls to verify system accuracy. Once Go Live is achieved, SunGard staff remains onsite for at least your first two payroll runs.

Training occurs throughout the project, with the most important training taking place prior to customer staff testing the software. After Go Live, in addition to ongoing support and refresher training, we prepare you for fiscal and calendar year-end activities.

Launching the proposed enterprise solution takes approximately 12 months including mock, Go Live, and post-Go Live services. We know the timing of deployment is critical. Our team helps you consider factors such as amount of data to be converted, interface requirements, and your agency's other commitments. The inherent flexibility of the proposed solution allows you to decide what time frame is best. We work with you to determine the most logical deployment strategy.

Please refer to the sample project schedule located in Tab 20 – Appendix 3: Sample Project Schedule.

Tab 6 – Company Background and History

SunGard provides software and information technology solutions designed to meet the specialized needs of city and county governments, public safety and justice agencies, and nonprofit organizations. SunGard's mission is to improve the quality of life by helping those who support, develop, and sustain the communities in which we live. Our software and information technology solutions impact more than 115 million residents in North America.

Acquired November 30, 2015, we are a division of FIS. FIS serves more than 20,000 customers in more than 130 countries and has more than 55,000 employees. With $9.3 billion in revenue, FIS is a Fortune 500 company and a member of Standard & Poor's 500® Index. For more information, please visit www.fisglobal.com.

SunGard is committed to customer success, and we constantly look for new ways to help government work more efficiently. Our management and employees provide the leadership and innovation that sets industry standards, provides unparalleled customer support, and keeps pace with the latest technology standards – all while sustaining best business practices.

Our goal is to develop a technology partnership with the City of Shoreline as we do each of our clients. This partnership is based on integrity, as well as our commitment to the finest quality and service. Our record of three decades of continuous growth, success, and stability in the industry is proof that SunGard continues to evolve with some of the latest technologies without forcing our customers into expensive re-conversion alternatives.

Please refer to the completed Company Background and History Form contained in Attachment D, which is located in Tab 17 – Attachments: Required Forms and Worksheets.

SunGard Public Sector At-A-Glance

SunGard Headquarters:
SunGard Public Sector LLC
1000 Business Center Drive
Lake Mary, FL 32746
Number of Employees: 804
Year of Incorporation: 1981

Target Industry:
SunGard focuses on the public sector including Local Government, Public Safety & Justice, Utilities, Transits, Not-for-Profit Agencies, State Government, and Federal Government

Proposed Solution:
ONESolution Financials and Human Resources/Payroll

Authorized Contact:
Matt Chavez,
Senior Account Executive
Phone: 530-228-4247
matt.chavez@sungardps.com
www.sungardps.com

Tab 7 – Key Proposed Personnel & Team Organization

SunGard will provide the following personnel for successful implementation of the proposed applications.

SunGard

Executive Sponsor: The executive sponsor dedicated to the City's implementation is a member of our senior management team.

Project Manager: Your dedicated Project Manager is responsible for overall coordination of the ONESolution implementation.

Functional Leads (Consultants, Developers, and Technical resources): Leads work with the City's subject matter experts to design and configure functional components of the ONESolution system for optimal long-term use. They lead the ONESolution software configuration with assistance from City functional leads, verify software operation after configuration as per documentation, assist with issue resolution, train the City's core user group during software configuration, create and deliver data conversion programs according to City's specifications and the SOW, create and deliver interface programs according to City's specifications and the SOW, create and deliver reports according to the SOW, provide training on security and assist with set up, and provide training on workflow and assist with set up.

Please refer to the project team resume information contained in Attachment E, which is located in Tab 17 – Attachments: Required Forms and Worksheets.

Tab 8 – Project Roles and Responsibilities

The following are the roles and responsibilities that will need to be provided by the City. Certain roles such as functional leads may be staffed by multiple people from the City depending on your structure.

Executive Sponsor - Provide executive leadership to promote project goals, ensure adequate resources throughout project, and promote changing policies and practices to optimize the business processes, approve scope and/or contract changes

Project Manager - Partner with SunGard Project Manager to manage City tasks and resources, ensure staff responsibilities are satisfactorily met, and attend weekly status meetings

Functional Leads/Owners - Provide the City functional requirements and business processes, work with SunGard consultants to determine best practices to meet City requirements, work with SunGard to understand system configuration, attend weekly status meetings, participate in all training sessions in assigned functional area, develop reports as defined in the Scope of Work (SOW), participate in all system testing, and work with SunGard on data conversion

Functional Process Team Participants or Subject Matter Experts (SME) - Provide the City functional requirements and business processes based on area of expertise, work with SunGard to optimally configure ONESolution, complete system testing, and attend weekly status meetings as necessary

Change Management Team Lead - Work with SunGard Project Manager/Change Manager to determine change management procedures, ensure change management with operating departments is effective, facilitate issue resolution, and attend weekly status meetings

Technical Lead(s) - Provide database administration, Report and Workflow development and maintenance

Please refer to the completed Resource Hours Worksheets contained in Attachment F, which is provided under separate cover in the Price Proposal.

Tab 9 – Functional and Technical Requirements/Capabilities

SunGard made a good faith effort to respond to your RFP in a timely and accurate manner. SunGard believes the proposed ONESolution applications meet 95% of the City's functional requirements without customization. It's possible our interpretation of a certain requirement may not match yours. We request the right to update the checklist and review or clarify the meaning of each requirement during any contract negotiations.

Please refer to the completed system requirements in Attachment G – Functional and Technical Requirements/Capabilities, which is located in Tab 17 – Attachments: Required Forms and Worksheets.

Utility Billing

At this time SunGard recommends the City of Shoreline continue to use their existing Springbrook product for Utility Billing.

Mandatory Requirements

Of the 247 mandatory requirements in the City's worksheet, SunGard has only two No responses. The reasoning is:

- AR.21 – This can be provided via third-party integration with Paymentus or a City-determined credit card processing engine.
- AR.125 - This can be provided via third-party integration with Paymentus or a City-determined credit card processing engine.

Tab 10 – Data Conversion Plan

SunGard has significant knowledge and experience assisting clients with data conversion efforts. The City works closely with our consulting staff to outline and define legacy data requirements. In many cases, we empower the City and the project team to manage data conversion efforts via mapping and uploading data into standard utilities. For more complex conversion tasks, a team of conversion developers converts the data using scripts and a variety of tools to support the process. Customers considering ERP conversions are encouraged to review and have data in good order to prepare for a conversion. A conversion is not required; clients may choose to start with stored data using a third-party solution. SunGard maintains a relationship with third-party service providers.

SunGard simplified the conversion process by writing utilities to allow our customers to convert many types of data including financial transactions, account balances, summary data, history, vendors, and employee demographics. The methodology is cost effective and gives our customers the historical data needed to run their business. Data conversion templates are provided by SunGard and our consultants work with your team to map the legacy data to the ONESolution tables and fields. SunGard provides utilities to upload the data into ONESolution, which is then verified by the City and SunGard consultants. These steps are followed as part of our data conversion process:

- Based on the utilities provided and consultations with SunGard, the City decides what data and how much data to convert. In some but not most cases, it is more effective to manually enter certain data as a training exercise.
- SunGard consultants work with the City to take a small subset of data and map it to conform to our supplied templates.
- Once the subset of data is mapped, the utility is run and data is uploaded to ONESolution. This subset of data is confirmed and validated by the City. If necessary, the templates are adjusted and the utilities re-run until the data in ONESolution is correct.
- After the subset of data is verified, the entire data set is downloaded from the legacy system and run through the utility, uploaded into ONESolution, and validated.

Key benefits of this approach are:

- Legacy data gets into the system faster and earlier in the project, allowing training and report development to take place with the City data.
- You have more control over the process. These templates and utilities can be used by the City after ONESolution Go Live to convert additional historical data.

When SunGard converts data using our standard file upload utilities, the process flows as outlined in the chart on the following page.

TASK	SUNGARD ROLE	CITY ROLE
1. Create scoping document. Determine the data to be converted for all applications	Provide input on scope and advise the City on best practices related to converting data	Provide input and requirements for data conversion
2. SunGard and the City meet to discuss task specifics so both parties have full understanding	Lead task	Participate in discovery and make decisions
3. SunGard to provide file upload template to the City	Provide input and answer questions if necessary	None
4. SunGard and the City work to complete the mapping of the fields for all applications and the SunGard upload template	Lead mapping for upload template	Provide input and answer questions if necessary
5. The City reviews and approves mapping	Revise mapping as necessary	Review mapping and provide feedback
6. Complete the mapping spreadsheet and provide data from legacy system	Assist in mapping	Provide data from legacy system in SunGard required formats
7. Run the file upload utility and train the City staff on the process for running program.	Deliver file upload utility and train City staff on program	Provide staff to be trained on program
8. Test and validate with results and reporting of discrepancies	Support City in running utility programs	Test and validate data
9. Adjust file upload mapping for Financials suite	Support City in revising the mapping template	Adjust mapping template
10. Repeat steps 8 and 9 until sign-off in step 11		
11. The City signs off on completion	None	Sign-off

Tab 11 – Software Hosting

SunGard offers hosted solutions for customers who prefer to have their system hardware and software managed for them. With Horizon Government Cloud Solutions, you get the benefits of a reliable, integrated, enterprise system without the high cost of a complex IT infrastructure. SunGard Information Systems Specialists run and maintain your SunGard applications in a safe, secure environment.

Our Horizon Cloud Solution includes the following products and services:

- Hardware, software, and maintenance
- Third-party software and maintenance (relational database, ODBC drivers, compilers, etc.)
- Operating system and database administration
- Software updates (applied by SunGard)
- Hardware operating system and database upgrades
- Connectivity through a secure Virtual Private Network (VPN) using an Internet, frame-relay line, or point-to-point T-1 connection
- Alternate connectivity in the event of disaster on customer's local network
- Cloud Services router at the customer's facility and SunGard's facility

SunGard's Horizon Government Cloud Solutions are not outsourced. Professionally trained system and database administrators employed by SunGard manage the hardware and database systems in our data centers.

Additional information regarding SunGard's hosting services is provided in response to the following questions from the City's RFP.

1. **Where are the data center and storage facilities?**

   Response: SunGard Horizon Government Cloud Solutions data centers are located in Voorhees, New Jersey; Lake Mary, Florida; Chico, California; and Atlanta, Georgia.

2. **Total number of active clients currently served by hosted solutions provided by your company.**

   Response: Currently SunGard has 157 hosted solutions with approximately 8,000 end-users.

3. **How many years has your company provided hosted solutions?**

   Response: SunGard has been providing hosting services to our customers since 1994.

4. **How are hosted software applications deployed for use by numerous customers?**

   Response: SunGard uses dedicated servers for each hosted customer.

5. **What availability and response time do you guarantee?**

   Response: Our systems are highly redundant and available. Response times can vary due to multiple factors. The City is primarily responsible for their local network and workstation performance and reliability, as well as proper end-user training and utilization of the applications. We offer a 99.5% SLA.

6. **How many instances of unplanned outages have any of your customers experienced within the past five (5) years?**

   Response: SunGard has data centers geographically positioned in low-impact disaster areas. Each data center is configured with redundant components such as HVAC, power, security, network (LAN and WAN), server, and storage systems. Server replication software is used between data centers allowing for a real-time copy of data to reside in more than one data center. In the event of a disaster SunGard would follow pre-defined disaster recovery processes and procedures to return systems to an accessible state as defined in the Service Level Agreement.

7. **What is your process for notification of standard maintenance and down-time?**

   Response: SunGard's hours of availability for the hosted computer systems are 24 hours per day Monday through Saturday. The system is reserved for maintenance on Sundays from 12 a.m.-5 a.m., customer local time. System maintenance and upgrades will be performed outside of each customer's standard business hours whenever possible. Emergency situations will be handled on a case-by-case basis in such a manner as to provide the least possible disruption to overall system operations and availability without negatively affecting system stability and integrity.

8. **Please describe the industry data center standards, e.g. ISO 27001, that your company complies with and your compliance history and performance over the past 5 years.**

   Response: SunGard does not participate in SSAE compliance programs. Our data centers are certified by independent, third-party PCI-DSS Qualified Security Assessor (QSA).

Tab 12 – Testing and Quality Assurance Plan

SunGard assists and guides you through all aspects of testing. Our methodology incorporates the following types of testing during all phases of the project:

System Testing: SunGard does post-install testing on the application. Our technical team makes sure basic functionality is working prior to allowing our consultants onto the system. SunGard application experts test each module prior to starting any consulting or training.

Unit Testing: Unit testing is done once configuration and setup are completed for each module based on the City's requirements. SunGard leads unit testing and the results are captured in the requirements traceability matrix.

Integration Testing: Once all modules are configured and unit-tested to make sure they meet functional requirements, SunGard assists the City with integration testing. This incorporates Workflow, Documents Online, and key reports into the application to confirm modules are integrated and working as designed. Real-life integration examples include receiving payments, applying transactions to the general ledger, and creating checks from end-to-end to verify that the entire system works together as expected.

Parallel Testing: Parallel testing is a critical component of a successful install. SunGard assists in comparing pre-determined payroll results in ONESolution with the City's legacy software. SunGard starts with a smaller subset of employees (one department for example) and tests those employees through a pay period until the results match. Once the results between ONESolution and the City's legacy software match, we move to a larger set of employees until full payroll parallels are achieved. SunGard recommends running three full parallel payrolls through ONESolution prior to Go Live. Together, we create a testing plan including all critical scenarios that need to be run through testing processes. While there is effort for City staff to define the scenarios, the advantage is seeing and understanding the results prior to using the system in a live environment.

User Verification Testing (UVT): UVT is done just prior to Go Live by the City to ensure the system meets all the functional requirements and is ready for Go Live.

Quality Assurance

SunGard provides quality assurance (QA) and project oversight throughout the implementation life cycle. Assuring a project of this magnitude is progressing as planned according to the City's goals is critical to project success and adoption of the system by all stakeholders.

Tab 13 – Training Plan

During the planning stage, a training plan is completed with the City of Shoreline. SunGard's standard approach is a train-the-trainer model. You select staff who embrace process improvement and understand day-to-day functions; SunGard consultants provide the knowledge and resources to equip these users to train other staff within the organization. This is a proven, practical approach for larger organizations with multiple geographic locations. Another option, particularly effective for smaller organizations, is to have SunGard train all end users.

Onsite knowledge transfer sessions are primarily hands-on in which students use learned skills to perform data entry, conduct transactions, and generate reports in the various systems and modules. Functional training is predicated on the assumption that each student understands basic computer use. The City is responsible for providing any instruction necessary for personnel lacking such knowledge.

Instructors choose from several recognized methods of instruction to accomplish the stated goals of the class:

- Demonstration/Action
- Lectures
- Group process – discussion, action, role playing, problem solving
- Web sessions and check-ins
- Learning aids
- Question/Answer

Methods of instruction are determined by the consultant and depend on topic, class size, stated objectives, and time elements outlined within provided agendas. Consultants are also aware of the adult learning atmosphere and needs. Every effort is made to accommodate adult learners regarding phone calls, breaks, length of day, ongoing daily responsibilities, etc.

Experience indicates that best results are achieved through close relationships between the City and SunGard teams. The goal is not just to install software and teach which buttons to press on the keyboard. Trainers work beside your teams to understand the processes and tasks necessary for a successful conversion experience. The City's project personnel are expected to complete homework and stay engaged in the training process between scheduled visits and activities.

Timing is everything! Training is timed to supply the necessary skills to accomplish an upcoming task and to minimize information overload. Some information may be presented

well after cutover has occurred to allow the system to contain a significant amount of the organization's data.

Beyond traditional training services, you can contract for additional training support, such as auditing the first round of internal training. If needed, refresher courses can be provided at any point as contracted. Support during conversion, where trainers provide as-needed support to end users during the final cutover is also a common requirement.

In the interest of leaving no customer behind, additional education services are available via web conferencing, through recorded sessions, and onsite in Lake Mary. Information regarding advanced classes is distributed regularly. Users can request additional training through their sales or account managers.

Training for additional or advanced features such as template editor and upload/download utility is available at an additional cost.

Description of Instructional Methods

Slight nuances in delivery and materials occur through the training of various applications, as each has unique functionality. Each application includes the gathering and review of configuration information. The consultant gains a basic understanding of your current business processes that is enhanced with the Business Process Review. This gives you an opportunity to consider changing processes to take advantage of ONESolution's functionality. The consultant configures applications based on your information and demonstration of current processes. ONESolution comes with some applications pre-configured. Starting with this base configuration, the consultant modifies it based on your unique needs. Once the system is configured, SunGard reviews the configuration with the project team. After approval, training begins on the base processes. Customers are introduced to maintaining and modifying configurations.

Onsite Instructor-Led Courses

A consultant travels to your site and provides hands-on training in a classroom environment. He or she walks your team members through the software functionality and process as identified in the agenda for the specific session.

Prior to instructor-led sessions, there are prerequisite online sessions your team members are asked to review. This sets the stage for a more effective use of a consultant's time while onsite. For example, the City staff may be asked to review ONESolution navigation prior to the first onsite learning session.

Continuing Education

Continuing education lets you establish new knowledge, build on existing knowledge, refresh your understanding of processes and system functions, and gain knowledge about various aspects of your software solutions. Our online education program helps you prepare for the transition from the implementation phase to the daily and evolving use of the software applications. Continuing Professional Education (CPE) credits are available for most instructor-led learning events.

Web Conference Classes

SunGard's web conference training is an internet tool for interactive training classes, presentations, seminars, meetings, and product demonstrations. Web conference training reduces your training-related expenses while allowing more of your employees to participate in training opportunities. Participation requires internet access and a telephone. We offer both free and affordably-priced web conference training. Classes are generally one to two hours long.

On-Demand Classes

Your team members can view recorded audiovisual classes using streaming video. Like web conferences, on-demand classes are affordably priced and allow many employees within your organization to consume training resources. On-demand classes focus on specific subjects or software features. Employees can pursue knowledge building by participating in on-demand classes at any time convenient for them.

SunGard Educational Subscription Plans

Our continuing education program provides pre and post-implementation educational opportunities. These classes help you manage challenges, such as employee turnover, new employees, added responsibilities, and software and industry changes. Classes provide information about application overviews and introductions, application features, refresher information on processes, new product offerings, and technical aspects of the hardware.

Tab 14 – Sub-Contracting

SunGard performs all implementation services for the proposed ONESolution applications including SunGard Analytics.

Tab 15 – Response to Narrative Questions

SunGard has carefully reviewed the City's project objectives and requirements. We are confident our fully integrated, configurable solution, combined with consulting and implementation services exclusively focused on the public sector, will meet your needs.

1. **Based on information provided in this RFP and experience in working with other localities, what is the Proposer's perspective on the most significant risks to this Project and how do you plan to mitigate these risks?**

   Response: Our professionals follow the Project Management Institute's (PMI) best practices for Project Management, which provide guidelines for managing risk, scheduling, and budget throughout the life for the project. Our plan incorporates early identification of potential project risks, their likelihood and their potential severity. A plan for each significant risk is then created. This plan identifies a strategy for risk elimination, mitigation, and contingency.

   To help facilitate this, your Project Manager provides detailed monthly status reports as well as an ongoing implementation issues list. The status report shows progress against key implementation milestones and identifies risks or potential risks relative to schedule and budget. Additionally, a trip report is provided at the end of every consulting visit. This report outlines accomplishments and issues for each visit. A copy of the trip report is forwarded to the Project Managers to keep them informed of any potential new risks.

   Our Change Management approach also helps identify risks early on in the project.

2. **Based on current client obligations, what is the earliest you can begin implementation after contract signing, and what activities would the Proposer expect to occur within the first 60 days of contract signing?**

   Response: The start date is dependent on the City and SunGard's staff schedules at the time of contract signing. SunGard staff is typically booked two to three months in advance of a project activity. Full implementation activities are based on that timeline. We can start on the Business Process Review in the first 60 days.

3. **What strategic decisions or direction is your firm taking or making related to the product being proposed today?**

   Response: Our vision for ONESolution is to maintain a view on leading transformative technologies—mobile, cloud, big data, social—while delivering enhancements and functionality that can help our customers constantly improve service to their constituents. We want to help our customers envision the future happening today, evolving our products to meet the leading edge of technology and always enhance usability.

Additional functionality currently planned for ONESolution during the next three to five years includes:

- Mobile ONESolution Desktop
- Citizen transparency and open government
- Improved time entry application
- Additional Fleet functionality
- Additional third-party product support, such as SCADA systems and outage management systems

Our product direction and roadmap is determined by our Product Management team. Working closely with developers, Product Managers are responsible for determining product direction for specific product lines. Their process takes into account client feedback, industry direction and standards, technology evolution, and agency needs.

4. **What sets your firm's product being proposed apart from your firm's competitors?**

Response: ONESolution delivers a simple, stable, and complete solution coupled with an experienced professional services offering and strong customer support. Efficiency in the daily lives of your employees is and continues to be important. For many years, ERP vendors (including SunGard) focused heavily on how the ease of entering data into the system. Today we are focused on efficient data entry plus the ease of using data for better decision making.

ONESolution easily exposes the value of your data by putting critical information in the hands of decision makers. Our ability to visualize data exceptions alerts decision makers to items that need attention. SunGard's Workflow software provides a variety of custom notifications identifying conditions under which users should receive an email or alert in order to make decisions when mobile. SunGard Public Sector Analytics turns reporting into better decisions.

Serving more than 100 million Americans, we have gained valuable experience that we extend during every customer engagement. We form a partnership with our customers from implementation through the life of our business relationship. Our teams focus on identifiable best practices that come through both our experience and the value of your data. This value-added experience can help your organization achieve your goals more quickly. As public servants you're tasked with improving your communities and communicating those successes and challenges to your stakeholders effectively. SunGard is focused on delivering a simple, stable, and complete solution that is easy-to-use and considers the strong value of data-driven decision making. Our platform has strong abilities to deliver on open data initiatives that make your citizens your partners.

1. **What is the name and current release number of the product(s) being proposed?**

   Response: ONESolution release 16.

2. **The City has an interest in exploring available functionality that Proposers might offer to support certain other processes – please provide a brief description of any functionality that is available to support the following:**

   a. **OSHA/Risk Management**
   Response: ONESolution provides the ability to track occupational injury incidents and details. Along with the information for the incident, the dates and details of missed and light duty days may be tracked. All information is available for reporting and initiating workflow notifications. Electronic files may be generated with data in desired format for transfer of data to other systems or third parties as necessary. Additional information and supporting documentations may be attached to the record for electronic storage.

   b. **Employee Discipline and Grievances**
   Response: ONESolution provides the ability to track disciplinary and grievance incidents. The dates, employees, and details associated with the action may be tracked. All information is available for reporting and initiating workflow notifications. Electronic files may be generated with data in desired format for transfer of data to other systems or third parties as necessary. Additional information and supporting documentation may be attached to the record for electronic storage.

   c. **Bid Management**

   Response: SunGard seeks third-party alliances that complement our current solution set. We select partners who have a core competency in the product/solution area and have worked with our core market (small to mid-size Government). We have worked with BidSync solutions, known for allowing government agencies to effectively organize, automate, and manage their procurement processes, dramatically reducing bid management time and administrative requirements. Since 1999, BidSync has provided cloud-based e-procurement solutions to government agencies.

   We also have Bid Management functionality on our roadmap, but it doesn't meet the requirement of July 1, 2017. We are willing to discuss this with the City to see if the timing & functionality meets your needs.

   d. **Business and Occupancy Tax (Please also explain any experience in implementing this functionality in Washington State specifically).**

   Response: This functionality is handled by your current SunGard TRAKiT solution.

e. **What other system modules or products would the Proposer recommend to be complementary to the Project Scope?**

Response: As demands of government transparency grow, SunGard's Open Government offering, built on a solid base of SunGard Analytics, provides a real-time presentation of accurate public information.

f. **Proposers should clearly identify any modules or functionality that is being proposed as complementary or is otherwise optional.**

Response: Larger cities complement ONESolution with a Performance Evaluation, or Talent Management, solution like Halogen or Collaborative Budgeting solutions like IBM Cognos TM1. We have not included options for either, but we can provide separately if the City is interested.

Tab 16 – Exceptions to Terms and Conditions

SunGard Public Sector submits the following with reference to RFP Section 1.1 (page 3); Section 7.1, Table 9: Technical Proposal Organization Guidelines, Tab 1 (page 16-17 regarding Transmittal Letter signature and acceptance of RFP conditions); Section 8.7 Proposal's Certification; and Attachment L – Sample City of Shoreline Contract.

SunGard Public Sector welcomes the opportunity to respond to this Request for Proposal (the "RFP"). The responses of SunGard Public Sector to questions posed by the RFP are provided for informational purposes only and do not constitute or give rise to contractual commitments on behalf of SunGard Public Sector. The contractual terms and conditions under which SunGard Public Sector proposes to provide the software and services identified in the accompanying Proposal, for the fees provided for in the accompanying Proposal, are those expressly set forth in SunGard Public Sector's then-current "Order form" agreement for software license and services (the "SunGard Agreement"), a current copy of which is enclosed with this response. SunGard Public Sector has reviewed the City's standard services agreement and while most of the issues are already covered in the SunGard Agreements such as Compensation, Indemnity, and Termination, SunGard Public Sector will negotiate in good faith for the inclusion of additional, mutually acceptable terms and conditions in the SunGard Agreement.

The advantage that is derived from utilizing the SunGard Agreement is that the terms of such agreement have been developed over the course of many years and are specifically tailored to the products that are offered by SunGard Public Sector. With hundreds of clients and its status as a leading supplier of software solutions to public safety and local government entities across the country, SunGard Public Sector has a long and successful history of negotiating agreements with public entities. Many of these entities have required that certain contractual provisions be included in agreements entered into between SunGard Public Sector and the respective entity. As demonstrated by SunGard Public Sector's extensive client base, through good faith negotiation, SunGard Public Sector has been able to address a wide variety of concerns and mandates set forth by the respective entities. SunGard Public Sector has every confidence that in the instant case, we will be able to address all terms and conditions to the satisfaction of both parties. However, SunGard Public Sector rejects any express or implied acceptance of any other terms or conditions other than those expressly enumerated in the SunGard standard Agreement, as any such agreement may be negotiated by the parties, even if those terms or conditions are included in the RFP, in SunGard Public Sector's submission of this response, or in any other written or oral communications between the parties.

Please note that references by SunGard Public Sector to enhancements, improvements, new releases, or other functional and/or technical items that are not available in general release as of the date of this proposal ("Future Functionality") do not represent commitments on the part of SunGard Public Sector that it will develop or deliver any such items. Accordingly, SunGard Public Sector does not include in its agreements with customers any commitments or obligations relating to the development or delivery of specific Future Functionality.

Specific Exceptions

Indemnification

SunGard Public Sector submits the following with respect to the indemnity provisions set forth in Attachment L – Sample City of Shoreline Contract, Section 7 (page 2):

4.2. No Infringement. SunGard shall indemnify and defend Customer against, any third-party claim asserting that the Solution, as and when made available to Customer by SunGard and when properly used for the purpose and in the manner specifically authorized by this Agreement, infringes upon (i) any patent issued as of the date of this Agreement by a country that is a signatory to the Paris Convention, (ii) any copyright of any country that is a member of the Berne Convention as of the date of this Agreement, or (iii) any trade secret or other proprietary right of any Person (collectively, "IP Rights"). SunGard shall have no obligation under this Section 4.2 unless Customer promptly gives notice to SunGard within ten (10) days after the date Customer first receives notice of the applicable infringement claim (provided that later notice shall relieve SunGard of its liability and obligations under this Section 4.2 only to the extent that SunGard is prejudiced by such later notice) and allows SunGard to have sole control of the defense or settlement of the claim. Customer may monitor any such litigation or proceeding at its expense, using counsel of its choosing. The remedies provided in this Section 4.2 are the sole remedies for a claim of infringement or misappropriation hereunder. If any applicable infringement claim is initiated, or in SunGard's sole opinion is likely to be initiated, SunGard may at its option and expense:

(a) modify or replace all or the allegedly infringing part of the Solution so that it is no longer allegedly infringing, provided that the functionality does not change in any material adverse respect; or

(b) procure for Customer the right to continue using the allegedly infringing part of the Solution; or

(c) remove all or the allegedly infringing part of the Solution, and (i) if Customer has paid a one-time upfront initial license fee for the applicable Solution, refund to Customer the corresponding portion of the license fee paid by Customer to SunGard for the applicable

Solution, less a reasonable rental charge equal to one-sixtieth (1/60) of the initial license fee for each month of use following the Order Execution Date, or (ii) if Customer is paying for the use of the Solution on a recurring basis, refund to Customer the corresponding portion of the unused recurring fee(s) paid by Customer to SunGard with respect to the applicable Solution, and in each such case this Agreement shall terminate with respect to the Solution or part thereof removed.

General Indemnity. SunGard will defend, indemnify and hold Customer harmless from and against any loss, cost and expense that Customer incurs in connection with a claim asserted against Customer by a third party for: (i) bodily injury or death; or (ii) damage to any tangible or real property, and in either instance, to the extent proximately caused by the negligent acts or omissions of SunGard. SunGard's obligations under this indemnification are expressly conditioned on the following: (i) Customer must promptly notify SunGard of any such claim; (ii) Customer must in writing grant SunGard sole control of the defense of any such claim and of all negotiations for its settlement or compromise (if Customer chooses to represent its own interests in any such action, Customer may do so at its own expense, but such representation must not prejudice SunGard's right to control the defense of the claim and negotiate its settlement or compromise); and (iii) Customer must cooperate with SunGard to facilitate the settlement or defense of the claim.

Escrow

SunGard Public Sector submits the following with respect to the software escrow referenced in the RFP Section 5.7 (page 13) and Section 7.1, Table 9: Technical Proposal Organization Guidelines, Tab 3, Question 9 (page 18):

SunGard reserves the right to restrict access to its source code. For the restricted applications, SunGard places the source code in escrow with a nationally known escrow agent, Iron Mountain. The City has an option, at the City's expense, to have its name added as a beneficiary. We are pleased to offer this escrow agreement to the City because it has been accepted, as a sole option, for those of our customers who desire having access to the source code in the event that SunGard goes out of business, ceases providing support for the software, or does not provide adequate support for the software.

Insurance

SunGard Public Sector submits the following with respect to the insurance provisions identified in Attachment L – Sample City of Shoreline Contract, Section 10 (page 13):

Insurance Requirements

Consultant shall obtain insurance of the types described below during the term of this agreement and extensions or renewals. ~~These policies are to contain, or be endorsed to contain,~~ This contract accepts the following provisions that:
1) Consultant's insurance coverage shall be primary insurance ~~with insurance or insurance pool coverage maintained by the City as excess of the Consultant's insurance (except for professional liability insurance)~~; and 2) Consultant's insurance coverage shall not be cancelled, except after thirty (30) days prior written notice to the City.

A. Professional Liability, Errors or Omissions insurance with limits of liability not less than $1,000,000 per claim and $1,000,000 policy aggregate limit shall be provided if services delivered pursuant to their Contract involve or require professional services provided by a licensed professional including but not limited to engineers, architects, accountants, surveyors, and attorneys.

B. Commercial General Liability insurance covering premises, operations, independent contractors' liability and damages for personal injury and property damage with a limit of no less than $1,000,000 each occurrence and $2,000,000 general aggregate. The City shall be ~~named~~ added as an additional insured on this policy. The Consultant shall submit to the City a copy of the insurance certificate indicating the additional insured status of the City. ~~and relevant endorsement(s) as evidence of insurance coverage acceptable to the City.~~

C. Automobile Liability insurance with combined single limits of liability not less than $1,000,000 for bodily injury, including personal injury or death and property damage shall be required if delivery of service directly involves Consultant use of motor vehicles.

Sample Agreement Order Form

ORDER

By the signatures of their duly authorized representatives below, the SunGard entity identified below and the customer identified below ("Customer"), intending to be legally bound, agree to all of the provisions of this Order, and agree that this Order represents a separate contract between such SunGard entity and Customer, effective upon the latest date shown on the signature page below.

("Order Execution Date"). This Order incorporates and is governed by all of the terms of the SunGard Standard Terms and Conditions version 2016 January, to be found at http://www.sungardps.com/legal-agreements/ ("SST") as if the SunGard entity was "SunGard" and Customer was "Customer" thereunder.

Capitalized terms not defined in this Order have the meaning given them in the SST.

SunGard Public Sector LLC	**<Customer>**
By: ** DRAFT SAMPLE **	By: ** DRAFT SAMPLE **
Print Name:	Print Name:
Print Title:	Print Title:
Date Signed:	Date Signed:

CUSTOMER # _____   SUNGARD ORDER # _____

SOLUTION AND RELATED INFORMATION

1.   **SOLUTION:** SunGard ONESolution Public Administration

2.   **INITIAL TERM: [Perpetual]**

3.   **SCOPE OF USE:**

   a.   **DESIGNATED LOCATION(s):** _____

   b.   **REGION: UNITED STATES**

4.   **LICENSE AND INITIAL SUPPORT FEES:**

Qty	Part #	Solution	License Fee	Initial Annual Support Fees (Initial Renewal Term)
		TOTAL	$ -	$ -

Software Notes:

1.   Interfaces are interfaces only. Customer is responsible for obtaining the applicable software, hardware and system software from the appropriate third party vendor.
2.   Support for the Initial Support Term is provided at no charge. The Support Fee in the table above represents the support fee for the first Renewal Support Term and is payable only if Customer elects to extend the term through the first Renewal Support Term as provided for in Section 9.3 of the SST.
3.   Annual Subscription Fee: The initial annual subscription term for any subscription product(s) listed above shall commence on the Execution Date and extend for a period of one (1) year. Thereafter, the subscription terms shall automatically renew for successive one (1) year terms, unless either party gives the other part written notice of non-renewal at least sixty (60) days prior to expiration of the then-current term. The then-current fee will be specified by SunGard in an annual invoice to Customer thirty (30) days prior to the expiration of then-current annual period.

5.   **SUPPORT TERM:**

a. **INITIAL SUPPORT TERM**: Commencing on the Order Execution Date and expiring 12 months from the Current Legacy Period. (Note with respect to migrations from SunGard Public Sector legacy software (e.g., NaviLine to ONESolution) , the Initial Support Term will commence on the Order Execution Date and will end 12 months from the expiration of Customer's Current Legacy Period, as that term is defined below. This will synchronize Customer's current annual support payment cycle. See also Notes below for additional terms).

"Current Legacy Period" means that period expiring <insert date> according to the separate written agreement between Customer and SunGard Public Sector under which SunGard Public Sector is providing Customer with maintenance and support services for SunGard Public Sector's NaviLine brand software system.

b. **RENEWAL SUPPORT TERM(S):** Additional one year renewal periods commencing upon the expiration of the Initial Support Term (or anniversary thereof).

c. **ADDITIONAL NOTES REGARDING MIGRATIONS:**
Customer and SunGard Public Sector are parties to a separate written agreement ("Legacy Agreement") under which SunGard Public Sector is providing Customer with maintenance and support services for SunGard Public Sector's NaviLine brand software system ("Legacy Software"). SunGard Public Sector will continue to provide Customer with maintenance and support services for the Legacy Software in accordance with the terms of and for the fees specified in the Legacy Agreement through the expiration of the Current Legacy Period. Customer's maintenance subscription for the Legacy Software will not renew under the Legacy Agreement for any period after the expiration of the Current Legacy Period.

The pricing provided for above is conditioned upon Customer paying for maintenance and support for the Legacy Software through the expiration of the Current Legacy Period (reference invoice #_____).

If, during the time in question, Customer is paying for and receiving support services for the Solution software identified above under this Order, then, at the expiration of the Current Legacy Period, SunGard Public Sector will also provide Customer with Error corrections and avoidance procedures (but not with Releases) for the Legacy Software pursuant to this Order, at no additional fee, until the earlier of: (a) three (3) years following the expiration of the Current Legacy Period; or (b) the date that Customer begins using all of the Solution software identified above in a production mode.

The pricing provided for above is conditioned upon Customer paying for maintenance and support for the Legacy Software through the expiration of the Current Legacy Period.

The Legacy Software is defined as follows:
<INSERT TABLE for Legacy Products>

Remaining applications for continued support under the Legacy Agreement:
<INSERT TABLE for remaining applications for continued support under the Legacy Agreement>

Notwithstanding anything to the contrary, Customer shall continue to be responsible for payment of charges associated with third party products until receipt of written notice of termination at least ninety (90) days prior to commencement of the subsequent term.

6. PROFESSIONAL SERVICES:

Qty.	Part #	Description	Training	Installation	Project Management	Professional Services	Implementation	Conversion
		TOTAL SERVICES FEE:	$ -	$ -	$ -	$ -	$ -	$ -

Qty	Part #	Custom Modifications	Custom Modification Fee	Initial Annual Support Fees (Initial Renewal Term)
		TOTAL SERVICES FEE:	$ -	$ -

Professional Services Notes:
1. Pricing is a good faith estimate based on the information available to SunGard at the time of execution of this Order. The total amount that Customer will pay for these services (i.e., the "TOTAL SERVICES FEE") will vary based on the actual number of hours of services required to complete the services. If required, additional services will be provided on a time and materials basis at hourly rates equal to SunGard's then-current list price rates for the services at issue.
2. Travel and living expenses are additional and will be billed monthly as SunGard renders the services.

7.   THIRD PARTY PRODUCTS

Qty.	Part #	Third Party Products	Hardware & Software	Services	Initial Annual Maintenance
		Third Party Products Totals	$ -	$ -	$ -

Third Party Products Notes

1. See Attached Supplements
2. Actual shipping charges are additional and will be due upon delivery.

8.   SUMMARY OF COSTS AND PAYMENT TERMS:

SUMMARY OF COSTS

	Price
Solution License Fees	
Professional Services (excluding Custom Modifications)	
Custom Modifications	
Third Party Products	
Travel and Living (estimated)	
Total	$ -

APPLICABLE TAXES ARE NOT INCLUDED IN THE SCHEDULES ABOVE, AND, IF APPLICABLE, WILL BE ADDED TO THE AMOUNT IN THE PAYMENT INVOICE(S) BEING SENT SEPARATELY TO CUSTOMER.

The amounts noted above shall be payable as follows:

License Fee: 100% on the Execution Date.

Annual Support Fees: Support Fees are due thirty (30) days prior to the commencement of the Renewal Support Term for which such fees are being remitted.

Initial Annual Subscription Fees: 100% on the Execution Date

Installation: On invoice, upon completion.

Project Management: 100% on the Execution Date.

Training Fees: On invoice, upon completion.

Professional Services Fees (includes Configuration mapping, Report Development, Workflow Development, Business Process Review, and Audit): On invoice daily, as incurred.

Conversion Fees: 50% on the Execution Date; 50% on invoice, upon completion.

Custom Modification Fees: 100% on the Execution Date

Implementation Services Fee: 50% on the Execution Date; 50% on invoice, upon completion.

Third Party Products Hardware & Software Fee: 100% on the Execution Date

Third Party Services Fee: 50% on the Execution Date; 50% on invoice, upon completion.

Third Party Software Initial Annual Maintenance: The initial annual maintenance fee is included in the License fee. The Initial Annual Maintenance Fee amount shown above is for the second year of Third Party Product annual maintenance and is due prior to commencement of the second annual term. Annual Maintenance Fees for subsequent terms are subject to change and will be invoiced by and paid directly to SunGard.

Third Party Software Initial Annual Subscription Fees: 100% on the Execution Date

9. **ADDRESSES:**

   a. **CUSTOMER ADDRESS FOR INVOICES:** _____

   b. **CUSTOMER ADDRESS FOR NOTICES:** _____

   c. **CUSTOMER ADDRESS FOR SOFTWARE SHIPMENT:** _____

   d. **SUNGARD'S ADDRESS FOR NOTICES:**

   SunGard Public Sector LLC.
   Attn: Legal Counsel
   1000 Business Center Drive
   Lake Mary, FL 32746

10. LIABILITY CAP: The greater of ten thousand US dollars ($10,000) or the License Fee actually paid by Customer to SunGard under this Order

11. SPECIFIED CONFIGURATION: Host(s) or client server configuration(s) and/or combinations of host(s) and client server configuration(s) within the United States of America for which SunGard supports the Solution. Customer acknowledges that certain Solutions software may require specific host or client configurations. Customer, as soon as reasonably practicable, will provide a detailed written description of the specified configuration so that SunGard can confirm that it is a configuration on which SunGard supports use of the Solution.

12. **OTHER TERMS APPLICABLE TO THIS ORDER:**
- **SUPPORT SUPPLEMENT**
- **SUNGARD TRAVEL EXPENSE GUIDELINES**
- **COGNOS THIRD PARTY PRODUCTS SUPPLEMENT**

    <INCLUDE ADDITIONAL AS REQUIRED>

SUPPORT SUPPLEMENT

1. SunGard shall provide to Customer, during SunGard's support hours as set forth in the Support Standards below ("Support Hours"), telephone assistance regarding Customer's proper and authorized use of a new edition of a Solution or Custom Modification (the "Release"), as applicable.

2. SunGard shall provide to Customer, during the Support Hours, commercially reasonable efforts in solving Errors reported by Customer in accordance with this Order. Customer shall provide to SunGard reasonably detailed documentation and explanation, together with underlying data, to substantiate any Error and to assist SunGard in its efforts to diagnose, reproduce and correct the Error. These support services shall be provided by SunGard at Customer location(s) if and when SunGard and Customer agree that on-site services are necessary to diagnose or resolve the problem. If a reported Error did not, in fact, exist or was not attributable to a defect in the Solution or an act or omission of SunGard, then Customer shall pay for SunGard's investigation and related services at SunGard's standard professional services rates. Customer must provide SunGard with such facilities, equipment and support as are reasonably necessary for SunGard to perform its obligations under this Order, including remote access to the Specified Configuration.

3. Customer shall promptly install and/or use any Release provided by SunGard to avoid or mitigate a performance problem or infringement claim. All modifications, revisions and updates to the Solution shall be furnished by means of new Releases of the Solution and shall be accompanied by updates to the Documentation whenever SunGard determines, in its sole discretion, that such updates are necessary.

4. Support Surcharge Imposed In Certain Instances: At the commencement of any Renewal Support Term where Customer is operating on a Solution version that is more than two (2) general release versions behind the then-current release for any Solution, SunGard will assess a ten percent (10%) surcharge over and above the support fee for that Renewal Support Term, with such surcharge to be imposed on a prorated basis for the portion of the Renewal Support Term that Customer remains on a general release version that is more than two (2) releases behind the then-current release of the Solution in question. Once Customer is using a release that is no more than two (2) general release versions behind the then-current release, the support surcharge will be removed on a prospective basis, as of the date that Customer is using the release that is no more than two (2) general release versions behind the then-current release.

Support Standards

I. **Support Hours: Hours During Which SunGard Public Sector's Telephone Support Will be Available to Customer in Connection with the Provision of Maintenance:** Unless otherwise noted in the Order as to Support Type, support hours are Monday through Friday, 8:00 A.M. to 5:00 P.M. Customer's Local Time within the continental United States, excluding holidays ("5x9").

II. **Targeted Response Times**.

"Notification" means a communication to SunGard's help desk by means of: (i) SunGard's web helpline; (ii) the placement of a telephone call; or (iii) the sending of an e-mail, in each case, in accordance with SunGard's then-current policies and procedures for submitting such communications.

With respect to SunGard's support obligations, SunGard will use diligent, commercially reasonable efforts to respond to Notifications from Customer relating to the Solution or Custom Modifications identified in the Order in accordance with the following guidelines with the time period to be measured beginning with the first applicable SunGard "Telephone Support" hour occurring after SunGard's receipt of the Notification:

Priority	Description	Response Goal*	Resolution Goal*
Urgent 1	A support issue shall be considered **Urgent** when it produces a Total System Failure; meaning SunGard's Solution/Custom Modification is not performing a process that has caused a complete work stoppage.	SunGard has a stated goal to respond within 60 minutes of the issue being reported and have a resolution plan within 24 hours.	Although resolution times vary depending on the exact issue and customer environment, SunGard has a stated goal to resolve an urgent issue within 24 hours or provide a resolution plan with urgent issues within 24 hours of the issue being reported.
Critical 2	A support issue shall be considered **Critical** when a critical failure in operations occurs; meaning SunGard's Solution/Custom Modification is not performing a critical process and prevents the continuation of basic operations. Critical problems do not have a workaround. This classification does not apply to intermittent problems.	SunGard has a stated goal to respond within two hours of the issue being reported.	A resolution plan details the steps necessary to

Priority	Description	Response Goal*	Resolution Goal*
Non-Critical 3	A support issue shall be considered Non-Critical when a non-critical failure in operations occurs; meaning SunGard's Solution/Custom Modification is not performing non-critical processes, but the system is still usable for its intended purpose or there is a workaround.	SunGard has a stated goal to respond within four hours of the issue being reported.	understand and possibly resolve the issue.
Minor 4	A support issue will be considered Minor when the issue causes minor disruptions in the way tasks are performed, but does not affect workflow or operations. This may include cosmetic issues, general questions, and how to use certain features of the system.	SunGard has a stated goal to respond within 24 hours of the issue being reported.	

Measured from the moment a Case number is created. As used herein a "Case number" is created when a) SunGard's support representative has been directly contacted by Customer either by phone, email, in person, or through SunGard's online support portal, and b) when SunGard's support representative assigns a case number and conveys that case number to the Customer.

Customer must provide remote access to its facility using a SunGard approved remote access client so that SunGard can perform the support obligations and/or services under this Order; and will provide appropriate security access and accounts for SunGard staff and each session participant.

SUNGARD PUBLIC SECTOR TRAVEL EXPENSE GUIDELINES

SunGard will adhere to the following guidelines when incurring travel expenses:

All arrangements for travel are to be made through the SunGard Corporate Travel Agent unless other arrangements have been made with the Customer and are documented in writing.

AIR TRAVEL – SunGard will use the least expensive class of service available with a minimum of seven (7) day, maximum of thirty (30) day, advance purchase. Upon request, SunGard shall provide the travel itinerary as the receipt for reimbursement of the air fare and any fees. Fees not listed on the itinerary will require a receipt for reimbursement.

Trips fewer than 250 miles round are considered local. Unless a flight has been otherwise approved by the Customer, Customer will reimburse the current IRS approved mileage rate for all local trips.

LODGING –Reasonable lodging accommodations are reimbursable, up to $125 per night. If, depending on the city, reasonable accommodations cannot be secured for $125 per night, Customer's prior approval will be required. Upon request by Customer, the hotel receipt received upon departure will be submitted for reimbursement. All food items, movies, and phone/internet charges are not reimbursable.

RENTAL CAR – Compact or Intermediate cars will be required unless there are three or more SunGard employees sharing the car in which case the use of a full size car is authorized. Gas is reimbursable however pre-paid gas purchases will not be authorized and all rental cars are to be returned with a full tank of gas. Upon request, receipts for car rental and gas purchases will be submitted to Customer. SunGard shall decline all rental car insurance offered by the car rental agency as staff members will be covered under the SunGard auto insurance policy. Fines for traffic violations are not reimbursable expenses.

OTHER TRANSPORTATION – SunGard staff members are expected to use the most economical means for traveling to and from the airport (Airport bus, hotel shuttle service). Airport taxi or mileage for the employee's personal vehicle (per IRS mileage guidelines) are reimbursable if necessary. Upon request, receipt(s) for the taxi will be submitted to Customer. Proof of mileage may be required and may be documented by a readily available electronic mapping service. The mileage rate will be the then-current IRS mileage guideline rate (subject to change with any change in IRS guidelines).

OTHER BUSINESS EXPENSES – Parking at the airport is reimbursable. Tolls to and from the airport and while traveling at the client site are reimbursable. Tipping on cab fare exceeding 15% is not reimbursable. Porter tips are reimbursable, not exceeding $1.00 per bag. Laundry is reimbursable when travel includes a weekend day or Company Holiday <u>and</u> the hotel stay is four nights or more. Laundry charges must be incurred

during the trip and the limit is one shirt and one pair of pants/skirt per day. With the exception of tips, receipts shall be provided to Customer upon request for all of the aforementioned items.

MEALS

$52.00 per day Standard Per Diem (up to $65 per day for certain key cities)
> $10.40 – Breakfast
> $13.00 – Lunch
> $28.60 – Dinner

COGNOS THIRD PARTY PRODUCTS SUPPLEMENT

1. <u>Additional Definitions</u>. "Cognos Software Modules" means any of the software provided to SunGard Public Sector by International Business Machines Corporation ("IBM") and identified under the name "Cognos" in the Third Party Products schedule of this Order.

2. <u>Ownership</u>. IBM owns the Cognos Software Modules.

3. <u>Restrictions on Use of Cognos Software Modules</u>. Customer's use of the Cognos Software Modules is subject to the terms and conditions of the IBM Licensing Information Document and all licensing files, including Notices files, which accompany or are included in the Cognos Software Module. Additionally, Customer's use of the Cognos Software Modules is subject to the following terms and conditions:

(a)   Customer has the right to use the Cognos Software Modules only in Object Code form only;

(b)   Customer acknowledges that the Cognos Software Modules are proprietary to IBM and are supplied by SunGard Public Sector under license from IBM. Title to the Cognos Software Modules shall at all times remain vested in IBM or its designated successor. Except for the right of use that is expressly provided to Customer under this Order no right, title or interest in or to the Cognos Software Modules is granted to Customer; and

(c)   Customer acknowledges and understands that it is licensing the Cognos Software Modules on a "restricted use" basis. "Restricted use" means the use of the Cognos Software Modules only with the following Component Systems, to the extent licensed as set forth in this Order: SunGard Public Sector ONESolution, NaviLine TRAKiT and PLUS software applications. Such restricted use shall include Customer's right to extract, analyze, and report data from disparate systems, provided that such data is extracted, analyzed and reported by the ONESolution, NaviLine, TRAKiT and PLUS software applications system(s) set forth in this Order.

Sample Insurance Certificates

303590

ACORD®	CERTIFICATE OF LIABILITY INSURANCE	DATE (MM/DD/YYYY) 12/29/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Atlanta Certificate Request Team		
Commercial Lines - (404) 923-3700	PHONE (A/C, No, Ext): 404-923-3700	FAX (A/C, No): 877-362-9069	
Wells Fargo Insurance Services USA, Inc.	E-MAIL ADDRESS: atlcertrequest@wellsfargo.com		
3475 Piedmont Road NE, Suite 800	INSURER(S) AFFORDING COVERAGE		NAIC #
Atlanta, GA 30305-2886	INSURER A : ACE American Insurance Company		22667
INSURED	INSURER B : Commerce & Industry Insurance Company		19410
Fidelity National Information Services, Inc. & its Subs.	INSURER C : ACE Fire Underwriters Ins. Co.		20702
Corporate Risk Management Dept c/o FNIS	INSURER D : Agri General Insurance Company		42757
601 Riverside Avenue, Bldg 1	INSURER E : American Home Assurance Company		19380
Jacksonville, FL 32204	INSURER F :		

COVERAGES   CERTIFICATE NUMBER: 9950398   REVISION NUMBER: See below

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			HDO G27404182	01/01/2016	01/01/2017	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
	X Host Liquor Liability						MED EXP (Any one person)	$ 0
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
A	AUTOMOBILE LIABILITY			ISA H08867343	01/01/2016	01/01/2017	COMBINED SINGLE LIMIT (Ea accident)	$ 2,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS X NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
B	X UMBRELLA LIAB X OCCUR			19086765	01/01/2016	01/01/2017	EACH OCCURRENCE	$ 5,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$ 5,000,000
	DED RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N			WLR CC48599370	01/01/2016	01/01/2017	X PER STATUTE OTH-ER	
C	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N (Mandatory in NH)	N/A		SCF C4859945A	01/01/2016	01/01/2017	E.L. EACH ACCIDENT	$ 1,000,000
D	If yes, describe under DESCRIPTION OF OPERATIONS below			WLR C48599412	01/01/2016	01/01/2017	E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
E	BLDGS/BPP/BI			044065047	01/01/2016	01/01/2017	E.L. DISEASE - POLICY LIMIT $5,000,000 Loss Limit	$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Special Form including Wind/Earthquake/Flood
Valuation - Property Damage Replacement Cost
Deductibles - The Insurer shall be liable for each loss separately occurring or for the sum of all losses arising from the same "occurrence" excess of $250,000 Combined Property Damage.

Clear2Pay is a subsidiary of FNIS and is covered under all FNIS insurance policies

CERTIFICATE HOLDER	CANCELLATION
FNIS 601 Riverside Avenue, Bldg 1 Jacksonville, FL 32204	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE *Jeanne Brandon*

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ACORD 25 (2014/01)

ACORD®	CERTIFICATE OF LIABILITY INSURANCE	DATE (MM/DD/YYYY)
		11/11/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
MARSH USA, INC.	PHONE (A/C, No, Ext):	FAX (A/C, No):
TWO ALLIANCE CENTER	E-MAIL ADDRESS:	
3560 LENOX ROAD, SUITE 2400		
ATLANTA, GA 30326	INSURER(S) AFFORDING COVERAGE	NAIC #
816216-FNIS-Finpr-15-16	INSURER A :	
INSURED	INSURER B : Beazley/Lloyds	1128623
Fidelity National Information	INSURER C :	
Services, Inc. and its subsidiaries	INSURER D :	
c/o FNIS		
Attn: Corporate Risk Management Department	INSURER E :	
601 Riverside Avenue, Bldg. 1	INSURER F :	
Jacksonville, FL 32204		

COVERAGES **CERTIFICATE NUMBER:** ATL-003774053-28 **REVISION NUMBER:** 6

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ☐ NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	DED ☐ RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					PER STATUTE ☐ OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
B	Crime			W13208150401	11/09/2015	11/09/2016	Limit:	$5,000,000
B	E&O			W13210140301	11/09/2015	11/09/2016	Limit:	$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION
Fidelity National Information Services, Inc. and its subsidiaries Corporate Risk Management Department c/o FNIS PO Box 45126 Jacksonville, FL 32232-5126	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE of Marsh USA Inc. Manashi Mukherjee *Manashi Mukherjee*

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ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY	NAMED INSURED
MARSH USA, INC.	Fidelity National Information Services, Inc. and its subsidiaries
POLICY NUMBER	c/o FNIS
	Attn: Corporate Risk Management Department
	601 Riverside Avenue, Bldg. 1
CARRIER / **NAIC CODE**	Jacksonville, FL 32204
	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25   FORM TITLE: Certificate of Liability Insurance

Evidence of Crime Insurance for all locations and operations of Fidelity National Information Services, Inc. and its subsidiaries.

Evidence of E&O Insurance for all locations and operations of Fidelity National Information Services, Inc. and its subsidiaries. E&O includes Technology E&O and Cyber Risk Coverage.

E&O Policy W13210140301 has an overall SIR of $5,000,000 and the Network Security and Privacy Liability coverage part has an SIR of $2,000,000.

ACORD 101 (2008/01)

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Tab 17 – Attachments: Required Forms and Worksheets

This section contains the following forms and worksheets in the order specified in the RFP:

1. Attachment A – Receipt of Addenda Form
2. Attachment B – Statement of Non-Collusion Form
3. Attachment C – Proposed Functional Areas Form
4. Attachment D – Company Background and History Form
5. Attachment E – Vendor Project Team Resumes Form
6. Attachment H – Responsibility of Data Conversion Activities
7. Attachment I – Ownership of Deliverables
8. Attachment J – Vendor Reference Form
9. Attachment G – Functional and Technical Requirements/Capabilities

The Price Proposal, provided under separate cover as requested, contains Attachment F – Resource Hours Worksheet and Attachment K – Cost Worksheet.

Attachment A – Receipt of Addenda Form

Addendum Acknowledgement RFP 8533
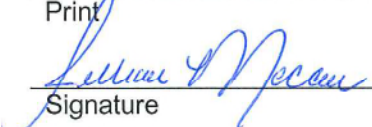
The undersigned acknowledges receipt of the following addendum(s):

Addendum #	Date
1	June 3, 2016
2	June 10, 2016
3	June 15, 2016

I have examined and carefully prepared the submittal documentation in detail before submitting my response to the City of Shoreline.

Company Name: **SunGard Public Sector LLC**

Authorized Representative: **Jillian Macau, Vice President & General Manager**
Print

Authorized Representative: _(signature)_
Signature

Date: **June 22, 2016**

It is the vendor's responsibility to check for addendums, posted on the website at http://www.shorelinewa.gov/government/departments/administrative-services/bids-rfps prior to the submittal due date.

If the submittal has already been received by the City of Shoreline, vendors are required to acknowledge receipt of addendum via email to the RFP Point of Contact prior to the due date.

Submittals that do not acknowledge addendums may be rejected.

All responses are to be submitted in a sealed envelope. Envelopes are to be clearly marked with required submittal information.

Attachment B – Statement of Non-Collusion Form

The following statement shall be made as part of the Contractor's proposal.

I affirm that I am the Contractor, a partner of the Contractor, or an officer or employee of the Contractor's corporation with authority to sign on the Contractor's behalf.

I also affirm that the attached has been compiled independently and without collusion or agreement, or understanding with any other vendor designed to limit competition.

I hereby affirm that the contents of this Proposal have not been communicated by the Contractor or its agent to any person not an employee or agent of the City.

Signed _____

Jillian Macau

Print Name _____

Vice President & General Manager Public Admin Mid-Market

Title _____

June 22, 2016

Date _____

SunGard Public Sector LLC

Contractor Name _____

1000 Business Center Drive

Address _____

Lake Mary, FL 32746

City / State / Zip Code _____

800-727-8088 / 407-304-3301

Telephone and Fax _____

Request for Proposal for Software and
Implementation Services for Financial and
Human Resources Software Selection
Project

Page 2 of 17

RFP No. 8533

Attachment B – Statement of Non-Collusion Form

The following statement shall be made as part of the Contractor's proposal.

I affirm that I am the Contractor, a partner of the Contractor, or an officer or employee of the Contractor's corporation with authority to sign on the Contractor's behalf.

I also affirm that the attached has been compiled independently and without collusion or agreement, or understanding with any other vendor designed to limit competition.

I hereby affirm that the contents of this Proposal have not been communicated by the Contractor or its agent to any person not an employee or agent of the City.

_____
Signed
    Jillian Macau

_____
Print Name
    Vice President & General Manager Public Admin Mid-Market

_____
Title
    June 22, 2016

_____
Date
    SunGard Public Sector LLC

_____
Contractor Name
    1000 Business Center Drive

_____
Address
    Lake Mary, FL 32746

_____
City / State / Zip Code
    800-727-8088 / 407-304-3301

_____
Telephone and Fax

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Attachment C – Proposed Functional Areas Form

Vendors shall complete table C-01 in accordance with Section 7.1 of the RFP. Proposed modules that are required to satisfy the requirements associated with the functional areas identified in Table C-01 cannot be proposed complementary or optional.

Table C-01: Proposed Functional Areas/Modules

No.	Functional Area	Proposed Module(s) To Address Requested Functional Area	Third-party Partnerships and/or Solutions Successfully Integrated* with, in the Past	Licensing Model (Concurrent, Named User, Site License, etc.)
1	General Ledger and Financial Reporting	**ONESolution Financials**		**Since the City is already a SunGard client and owns licenses, we will extend a site license on those modules.**
2	Budgeting	**ONESolution Financials**		
3	Purchasing, Bids, and Contract Management	**ONESolution Financials**		
4	Accounts Payable	**ONESolution Financials**		
5	Accounts Receivable and Cashiering	**ONESolution Financials**		
6	Human Resources	**ONESolution HR/Payroll**		
7	Time Entry	**ONESolution HR/Payroll**		
8	Payroll	**ONESolution HR/Payroll**		
9	Fixed Assets	**ONESolution Financials**		
10	Grant Management	**ONESolution Financials**		
11	Project Accounting	**ONESolution Financials**		
12	Utility Billing	**Not Proposed**		

*Successful integration should include only those instances where both the software and the client are in production environments.

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Attachment D – Company Background and History Form

Table D-01: Company Background and History

Metric	Response
Total number of employees	**804**
Type and number of employees committed to the product and support being proposed	**Implementation - 175** **Support - 115** **Development - 307**
Office locations	**Corporate Office – Lake Mary, FL** **ONESolution – Chico, CA** **TRAKiT Solutions – Carlsbad, CA** **Public Safety Solutions – High Point, NC** **Justice Solutions – Spokane, WA** **PLUS Series Solutions – Bethlehem, PA** **Mobile Solutions – Ft. Lauderdale, FL**
Total number of active clients	**We are proud to report that of our 1,473 clients, 925 have been with us for 10 years or more, 470 for 15 years or more, and 176 have been clients for more than 20 years.**
Total number of active government clients	**1,446**
Total number of active City government clients	**833**
Total number of Washington clients	**37 total – 4 ONESolution**
Total number of Washington City clients	**28 total – 2 ONESolution**
Total number of completed implementations of the proposed product and version	**6**
Total number of active government clients using the proposed product version	**More than 125 active government clients use a current or previous version of ONESolution.**
Total years offering government financial and human resources systems	**34 years**
Total years offering government utility billing systems	**31 years**
Largest active government installation including population	**Our largest active public administration client is a county in Texas with a population of nearly 4,000,000.**
Smallest active government installation including population	**Our smallest active public administration client is a town in Colorado with a population of less than 2,000.**
Other products offered by company	**Public Safety and Justice**

Attachment E – Vendor Project Team Resumes Form

Vendors shall complete a Vendor Project Team Resume Form in accordance with Section 7.1 of the RFP. Resumes shall be specific to the actual personnel to be assigned to this Project for all primary roles.

Name and Title:	Meg McDermott Senior Project Manager	Description of Project Roles and Responsibilities:	Requirements gathering, organizing application and technical operations, creating detailed project plans, status reports, and change control
Role on the Project:	Project Manager		
Home office location:	Chico, CA	Listing of past projects where resource implemented the proposed product:	Douglas County, KS
Educational Background:	Bachelor of Arts degree – University of San Diego		
Professional registrations and memberships:	Project Management Certificate	Listing of past projects where resource implemented other software products:	Los Angeles County – budgeting and salary compensation negotiation software
Professional references:	Yes		
Additional relevant information:	Ms. McDermott's experience includes over 25 years of leadership in planning, analyzing, collaborating, and coordinating Information Technology projects from concept to implementation, including business consulting and project management		

Name and Title:	Jim Briggs Sr. Financial Consultant/ Product Instructor	Description of Project Roles and Responsibilities:	Financial consulting and implementation assistance, product training
Role on the Project:	Financial consulting		
Home office location:	Chico, CA	Listing of past projects where resource implemented the proposed product:	Hanover County, VA Douglas County, KS Fairbanks, AK
Educational Background:	Bachelor of Arts degree – University of California, Santa Barbara		
Professional registrations and memberships:	N/A	Listing of past projects where resource implemented other software products:	As a corporate controller, he managed two and assisted with three accounting system conversions.
Professional references:	Yes		
Additional relevant information:	As a Financial Systems Consultant, he provides consultation and implementation assistance to SunGard clients on all accounting and budgeting topics. Mr. Briggs has a very detailed understanding of accounting processes and the setup of ONESolution.		

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Name and Title:	Mary Gohlke Sr. Software Consultant/ Product Instructor	Description of Project Roles and Responsibilities:	Human Resources and Payroll applications
Role on the Project:	Payroll consulting		
Home office location:	Chico, CA	Listing of past projects where resource implemented the proposed product:	St. Cloud, MN Elk Grove, CA Westerville, OH
Educational Background:	Bachelor of Arts degree – California State University		
Professional registrations and memberships:	N/A	Listing of past projects where resource implemented other software products:	She worked as a technical training instructor for healthcare facilities in the San Francisco area.
Professional references:	Yes		
Additional relevant information:	Ms. Gohlke has been working with SunGard since 1998. Her position as a senior software consultant requires her to be the lead consultant on numerous implementations. In addition to Human Resources and Payroll applications, she is knowledgeable in the Dashboard, Employee Online, and Time Card Online		

Name and Title:	Jay Duncan Workflow and Reporting Consultant/ Instructor	Description of Project Roles and Responsibilities:	Onsite report writing training, report development, workflow
Role on the Project:	Workflow and Reporting		
Home office location:	Chico, CA	Listing of past projects where resource implemented the proposed product:	Bergen County, NJ Shawnee, KS Hanover County City of Peoria, IL
Educational Background:	Bachelor of Accounting – Southwestern Oklahoma State University		
Professional registrations and memberships:	N/A	Listing of past projects where resource implemented other software products:	IT Manager performing budget and accounting functions for four locations.
Professional references:	Yes		
Additional relevant information:	Mr. Duncan joined SunGard in 2007 as a SunGard Analytics product consultant-trainer. Mr. Duncan also conducts distance learning for clients who prefer this method. Additionally, Mr. Duncan conducts training for SunGard's CAFR Constructor and Cognos TM1 applications.		

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Name and Title:	Ali Guzeldere Installer	Description of Project Roles and Responsibilities:	Installs and configures software for new and existing clients
Role on the Project:	Installation support		
Home office location:	Chico, CA	Listing of past projects where resource implemented the proposed product:	Douglas County, KS Elk Grove, CA Westerville, OH
Educational Background:	Bachelor of Science – California State University		
Professional registrations and memberships:	N/A	Listing of past projects where resource implemented other software products:	Served as logistician in U.S. Army
Professional references:	Yes		
Additional relevant information:	Mr. Guzeldere joined SunGard in 2007 as a Product Support Specialist providing telephone support to ONESolution Finance clients. In this position, Mr. Guzeldere gained comprehensive knowledge of the day-to-day workings of the Financial, Human Resources, and Payroll applications		

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Attachment H - Responsibility of Data Conversion Activities Form

Vendors shall complete Table H-03 below based on whether the roles identified are supported by the proposed data conversion methodology and approach. The roles are defined below. Any conflicts shall be noted with a comment. In the event additional activities are proposed, the Proposers shall identify the roles for both the City and Implementation Vendor Project Teams.

Table H-01: Definition of Roles

Role	Summary
Lead	The party ultimately responsible for the activity.
Assist	The party provides active assistance for the activity.
Participate	The party provides passive assistance for the activity.
Share	Both parties share equal responsibility for the activity
None	The party has no role in the activity.

Table H-02: Summary of Response Indicators

Indicator	Response	Description
S	Supports	The proposal supports the prescribed responsibility roles with its proposed data conversion methodology and approach.
C	Conflict	The proposal has a conflict with the prescribed responsibility roles and proposed alternate responsibility in its proposed data conversion methodology and approach

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Table H-03: Responsibility of Deliverables

No	Data Conversion Activity	Vendor Role	City Role	Response	Other Comments
1	Conversion Analysis	Lead	Participate	**C**	**Vendor Role - None City Role - Lead**
2	Crosswalk Development	Lead	Participate	**C**	**Vendor Role - None City Role - Lead**
3	Provide Conversion Data	None	Lead	**S**	
4	Provide File Layouts/Data Maps of Existing System	None	Lead	**S**	
5	Proof Data Provided	Assist	Lead	**C**	**Vendor Role - None City Role - Lead**
6	Analysis of Data to be Converted	Lead	Assist	**C**	**Vendor Role - Assist City Role - Lead**
7	Developing and Testing Conversions	Lead	None	**S**	
8	Review and Correct Errors	Share	Share	**C**	**Vendor Role - None City Role - Lead**
9	Load Converted Data into Training Database	Lead	Participate	**S**	
10	Confirmation of Converted Data in Training Database	None	Lead	**S**	
11	Approval/Sign-Off of Converted Data in Training Database	None	Lead	**S**	
12	Load Converted Data into Live Database	Lead	Participate	**S**	
13	Confirmation of Converted Data into Live Database	None	Lead	**S**	
14	Approval/Sign-Off of Converted Data in Live Database	None	Lead	**S**	

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Attachment I – Ownership of Deliverables Form

Vendors shall complete Table E-03 below based on whether the roles identified are supported by the proposed approach and implementation methodology. The roles are defined in Table E-01 and Table E-02 contains the indicators vendors shall use to report their support of the identified roles. Any conflicts shall be noted with a comment. In the event additional deliverables are proposed, vendors shall identify the roles for both the City and Vendor Project Teams. The resource hours provided as part of *Attachment F – Resource Hours Worksheets* should be appropriate based on the roles identified for each Project deliverable.

Table I-01: Definition of Roles

Role	Summary
Lead	The party ultimately responsible for the development of the deliverable.
Assist	The party provides active assistance in development of the deliverable
Participate	The party provides passive assistance in the development of the deliverable.
Owns	The party is solely responsible for the development of the deliverable.
Share	Both parties share equal responsibility for the development of the deliverable.
None	The party has no role in the development of the deliverable.

Table I-02: Summary of Response Indicators

Indicator	Response	Description
S	Supports	The proposed supports the prescribed ownership roles with its proposed implementation methodology and approach.
C	Conflict	The proposed has a conflict with the prescribed ownership roles and proposed alternate ownership in its proposed implementation methodology and approach

Table I-03: Ownership of Deliverables

No	Deliverable	Vendor Role	City Role	Vendor Response	Comments
1	Implementation Project Plan	Lead	Assist	**S**	
2	System Interface Plan	Lead	Assist	**S**	
3	Data Conversion Plan	Lead	Assist	**S**	
4	Testing and Quality Assurance Plan	Share	Share	**S**	
5	Pre- and Post-Implementation Support Plan	Share	Share	**S**	
6	Training Plan	Lead	Participate	**S**	
7	System Documentation	Owns	None	**S**	
8	Risk Register	Share	Share	**S**	

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Reference #1

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City of Shoreline

Functional and Technical Requirements

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6	Accounts Receivable and Cashiering	193
7	Human Resources	315
8	Time Entry	166
9	Payroll	303
10	Fixed Assets	147
11	Grant Management	109
12	Project Accounting	109
13	Utility Billing	96
14	Interfaces	16
15	Data Conversion	28
	Total Functional Requirements:	**2205**

When providing responses to the requirements in Attachment G, proposers shall use the response indicators contained in the table below.

Requirements / Capabilities Response Indicators

Indicator	Definition
S	Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from vendors in accordance with agreed upon configuration planning with the City.
F	Feature/Function will be available in a future software release available to the City by July 1, 2017 at which point it will be implemented in accordance with agreed upon configuration planning with the City. If a response indicator of "F" is provided for a requirement that will be met in a future software release, the Proposer shall indicate the planned release version as well as the time the release will be generally available.
C	Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be provided with custom modifications. All related customization costs should be indicated in Attachment K – Cost Worksheets. If a response indicator of "C" is provided for a requirement that will be met through a custom modification, the Proposer shall indicate the cost of such a modification.
T	Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be provided with integration with a third-party system. This system should be specified. If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the Proposer shall identify this third-party system and include a cost Proposal to secure this system.
N	Feature/Function cannot be provided.

Response Indicators: When providing responses to the requirements in Attachment G, proposers shall use the following response indicators:

S: Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from vendors in accordance with agreed upon configuration planning with the City.

F: Feature/Function will be available in a future software release available to the City by July 1, 2017 at which point it will be implemented in accordance with agreed upon configuration planning with the City. If a response indicator of "F" is provided for a requirement that will be met in a future software release, the Proposer shall indicate the planned release version as well as the time the release will be generally available.

C: Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be provided with custom modifications. All related customization costs should be indicated in Attachment K – Cost Worksheets. If a response indicator of "C" is provided for a requirement that will be met through a custom modification, the Proposer shall indicate the cost of such a modification.

T: Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be provided with integration with a third-party system. This system should be specified. If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the Proposer shall identify this third-party system and include a cost Proposal to secure this system.

N: Feature/Function cannot be provided.

General and Technical

Req	Description of Capability	Criticality	Response	Comments
	Technical Environment			
GT.1	The system has the ability to flow all changes made in the system throughout all **proposed** system modules without the need for duplicate data entry.	Mandatory	S	
	The system has the ability to import and export data from (or to) standard file formats including but not limited to:			
GT.2	.html;	Desired	S	
GT.3	.xml;	Desired	S	
GT.4	PDFs that are text based and searchable;	Important	S	
GT.5	csv;	Mandatory	S	
GT.6	MS Access (version 2007 or later);	Desired	S	
GT.7	MS Excel (version 2007 or later);	Mandatory	S	
GT.8	MS Word (version 2007 or later);	Important	S	
GT.9	MS Outlook (version 2007 or later);	Desired	S	For email only.
GT.10	MS Project (version 2007 or later);	Important	S	A PDF or MS Project file can be attached using Documents Online, but cannot be directly imported.
GT.11	MS SQL (2008 R2 or newer);	Desired	S	
GT.12	.jpg;	Important	S	
GT.13	.tif;	Important	S	
GT.14	.txt;	Mandatory	S	
GT.15	Other City-defined desktop productivity applications.	Desired	S	Specific information is required related to other applications to ensure full compliance.
GT.16	The system has the ability to import and export data with web services formats.	Important	S	

General and Technical

Req	Description of Capability	Criticality	Response	Comments
GT.17	The system has the ability to support API's (Application Programming Interface) for third-party system integration.	Important	S	
GT.18	The system has the ability to provide a toolkit to create and manage API's.	Important	N	**Not currently available.**
GT.19	The system has the ability to post data in a real-time fashion for user-defined functions (i.e., retain the ability to do batch).	Important	S	
GT.20	The system has the ability to provide a library of standard reports (i.e., "canned" reports).	Mandatory	S	
GT.21	The system has the ability to allow a user to modify existing reports, with appropriate security permissions.	Mandatory	S	
GT.22	The system has the ability to provide a centralized data dictionary, that fully describes table structure and appropriate levels of metadata.	Important	S	
GT.23	The system has the ability to support IE 11.	Important	S	
GT.24	The system has the ability to support internal electronic signatures.	Important	N	**Item GT.24 and GT.25: User approval information is tracked via workflow. Data, time, and user information is tracked as well.**
GT.25	The system has the ability to support electronic signature capture.	Important	N	
GT.26	The system has the ability to store and apply digital copies of signatures to documents (e.g. checks, notification letters) with appropriate security permissions.	Mandatory	S	
GT.27	The system has the ability to support a production, test and development environment including the ability to track software changes applied to each environment and roll back as necessary.	Mandatory	S	
GT.28	The system has the ability to support a production, two test, and development environment (or additional environment instances).	Desired	S	
GT.29	The system has the ability to be fully operational without an instance of an installed client on the desktop.	Important	F	**Scheduled for release by July 1, 2017.**
GT.30	The system has the ability to support virtualization (e.g. VMWare, HyperV). Please include additional information related to technical specifications in the comments field.	Mandatory	S	
GT.31	The system has the ability to provide a public web portal for customer and vendor interaction with the City for certain transaction types (e.g. customer payment of City issued invoices, submission of invoices to the City). Please include additional information related to public portal capabilities in the comments field.	Desired	S	

Document Management

Req	Description of Capability	Criticality	Response	Comments
GT.32	The system has the ability to provide "Document Management System" functionality to track electronic files associated with specific system records.	Important	S	
GT.33	The system has the ability to link scanned documents to specific records.	Mandatory	S	

	General and Technical			
Req	**Description of Capability**	**Criticality**	**Response**	**Comments**
GT.34	The system has the ability to allow a user to scan documents directly into the system.	Important	S	
GT.35	The system has the ability to export a file directly for document storage.	Important	S	
GT.36	The system has the ability to email a linked image file to another party.	Important	S	
GT.37	The system has the ability to identify records with imaged documentation.	Important	S	
GT.38	The system has the ability to associate electronic files with a system record, including but not limited to PDF, MS Word, MS Excel, JPEG, TIF, DWG, etc.	Important	S	
	Security			
GT.39	The system has the ability to utilize LDAP (Active Directory) for user validation.	Mandatory	S	
GT.40	The system has the ability to inherit groups from Active Directory for application authentication.	Important	N	**Not currently available.**
GT.41	The system has the ability to store passwords in encrypted form.	Mandatory	S	
GT.42	The system has the ability to provide import and export capabilities with user-level security options to control access to sensitive information.	Important	S	
GT.43	The system has the ability to encrypt data stored in the database.	Important	S	**Whole database encryption is supported.**
GT.44	The system has the ability to encrypt data stored in the application.	Desired	S	**Requires SSL certificates.**
	The system has the ability to provide security at the following levels:			
GT.45	Department;	Mandatory	S	
GT.46	Division;	Mandatory	S	
GT.47	Role or group;	Mandatory	S	
GT.48	User ID;	Mandatory	S	
GT.49	Screen;	Mandatory	S	
GT.50	Menu;	Mandatory	S	
GT.51	Report;	Mandatory	S	
GT.52	Field;	Important	N	**Not currently available.**
GT.53	Element in chart of accounts; and	Important	S	
GT.54	Transaction type.	Mandatory	S	
GT.55	The system has the ability to allow the City to determine which fields are visible to roles.	Important	S	
GT.56	The system has the ability to provide role-based security.	Mandatory	S	
GT.57	The system has the ability to provide both read and write access to the system using role based security.	Mandatory	S	
	The system has the ability to track audit changes throughout the system that creates a log of all records maintained and includes:			
GT.58	Date;	Mandatory	S	
GT.59	Time;	Mandatory	S	

General and Technical

Req	Description of Capability	Criticality	Response	Comments
GT.60	User;	Mandatory	S	
GT.61	Information prior to change;	Desired	S	
GT.62	Changed information; and	Desired	S	
GT.63	Other administer-configurable information.	Desired	S	**Full compliance can be determined upon further review.**
GT.64	The system has the ability to allow auditing within modules to be determined by the module, and configured by the administrator.	Important	S	
GT.65	The system has the ability to update all security roles automatically (user discretion) when a change in the "master" role is made.	Important	S	
GT.66	The system has the ability to provide functional security to control what processes can be performed by certain users (i.e. view vs. edit benefit information).	Mandatory	S	
GT.67	The system has the ability to allow a city administrator to configure the duration that time audit logs are retained (e.g., 90 days).	Important	N	**Not currently available.**
GT.68	The system has the ability to provide access to audit trails for only the users with proper security based upon the user's security profile.	Important	S	
GT.69	The system has the ability to allow the System Administrator to add and change permissions for system access.	Mandatory	S	
GT.70	The system has the ability to log users off the system after an administrator defined period of inactivity, based on user-defined roles.	Mandatory	S	**When Active Directory is in use, the users' credentials to access the system are their Windows credentials. Once a user logs into their workstation and runs the software, their Windows credentials are passed through. The GPOs in effect can lock the users workstation after an inactive period. That will in effect lock their access to our system as well.**
GT.71	The system has the ability to allow a System Administrator to log out users.	Mandatory	S	**When Active Directory is in use, the users' credentials to access the system are their Windows credentials. Once a user logs into their workstation and runs the software, their Windows credentials are passed through. When the Windows user logs out, he will be logged out of our system as well.**
GT.72	The system has the ability to provide customizable audit reports.	Important	N	**Items GT.72 through GT.74: Not currently available.**
GT.73	The system has the ability to provide configurable exception reports.	Important	N	
GT.74	The system has the ability to allow authorized users to have access to a log of security activity to determine users that have signed on and off the system, as well as unsuccessful attempts to sign on to the system.	Important	N	
GT.75	The system has the ability to allow the audit trail to have a date/time stamp to the nearest minute.	Important	S	
	The system has the ability to mask fields by user role including but not limited to:			

General and Technical

Req	Description of Capability	Criticality	Response	Comments
GT.76	Tax numbers/ID;	Mandatory	S	
GT.77	Date of Birth;	Important	N	Not currently available.
GT.78	Passwords;	Mandatory	S	
GT.79	Credit card numbers;	Mandatory	S	
GT.80	Checking and banking account numbers;	Mandatory	S	
GT.81	Social Security numbers;	Mandatory	S	
GT.82	Drivers License numbers;	Important	N	Item GT.82 through GT.87: Not currently available.
GT.83	Employee contact information (e.g., address, phone, etc.);	Important	N	
GT.84	Email addresses;	Important	N	
GT.85	Pay rates; and	Desired	N	
GT.86	Other, user-defined fields.	Desired	N	
GT.87	The system has the ability to mask a portion of any of the above fields.	Important	N	
GT.88	The system has the ability to be operational on a 24 x 7 scheduled basis.	Important	S	
GT.89	The system has the ability to ensure that all cashiering modules are Payment Card Industry (PCI) compliant.	Mandatory	S	
User Interface				
GT.90	The system has the ability to provide drop down boxes or other pick list function for data selection.	Mandatory	S	
GT.91	The system has the ability to provide configurable quick keys (i.e., function keys).	Important	N	Not currently available.
GT.92	The system has the ability to provide functionality or integrate with third-party products to enlarge the print on computer screens (i.e., screen magnification).	Desired	S	
GT.93	The system has the ability to provide functional online help documentation for system end users.	Important	S	
GT.94	The system has the ability to provide technical online help documentation for system administrators.	Desired	S	
GT.95	The system has the ability to provide integration with the Microsoft clipboard, with appropriate security permissions.	Important	S	
GT.96	The system has the ability to provide error messages that appear in a consistent format across all system modules.	Important	S	
GT.97	The system has the ability to provide error messages that are integrated with online help functionality.	Desired	S	
GT.98	The system has the ability to create error logs with detail associated with the error.	Important	S	
GT.99	The system has the ability to provide configuration options with the level of detail that is logged in error logs.	Desired	S	
GT.100	The system has the ability to allow users to send error reports to the City IT Department.	Desired	S	

General and Technical

Req	Description of Capability	Criticality	Response	Comments
GT.101	The system has the ability to provide administrator configurable error messages.	Desired	S	This functionality is not available in all areas.
GT.102	The system has the ability to provide user-defined fields with appropriate security permissions.	Important	S	
GT.103	The system has the ability to allow the City to determine which fields are required.	Important	S	This functionality is not available in all areas.
GT.104	The system has the ability to provide an administrative messaging system (e.g., a message to alert users of system maintenance activity).	Desired	S	
GT.105	The system has the ability to provide customizable screens based on roles and permissions.	Important	S	Screens are defined by roles and permissions.
GT.106	The system has the ability to provide contextual help (i.e., field descriptions that are displayed based on the location of the mouse or cursor).	Desired	F	Scheduled for release by July 1, 2017.
GT.107	The system has the ability to provide contextual help with the ability to turn this feature off (i.e., field descriptions that are displayed based on the location of the mouse or cursor).	Desired	S	
GT.108	The system has the ability to provide customizable help.	Desired	S	
GT.109	The system has the ability to provide data validation on entry.	Mandatory	S	
GT.110	The system has the ability to attach files to records in the system with the ability to restrict this functionality.	Important	S	
GT.111	The system has the ability to add a new value to a pick list table without having to navigate from the table, with appropriate security permissions.	Important	S	This functionality is not available in all areas.
GT.112	The system has the ability to provide drill down capability on all screens where applicable.	Important	S	
GT.113	The system has the ability to provide drill down capability to see attachments to records based on security permissions.	Important	S	
GT.114	The system has the ability to allow a user screen to have an option for the number of records that will be displayed (i.e., 25, 50, 100 search results with the option to choose how many).	Desired	S	
GT.115	The system has the ability to provide the user with standard field editing capabilities including but not limited to: navigation forward and backward to complete data entry and the ability to correct spelling mistakes.	Mandatory	S	
GT.116	The system has the ability to spell check on any field with the ability for a user to accept or ignore suggestion.	Important	N	Not all fields support spell-check.
GT.117	The system has the ability to accommodate word-wrap in a data field without having to hit "return."	Mandatory	S	
GT.118	The system has the ability to provide predictive text capability with the ability to turn this functionality on or off.	Desired	N	We do not allow predictive text to be disabled.

General and Technical

Req	Description of Capability	Criticality	Response	Comments
GT.119	The system has the ability to search by wild cards, based on security permissions.	Mandatory	S	
GT.120	The system has the ability to search by fragment or portion of a word.	Important	S	
GT.121	The system has the ability to support pre-filled fields in appropriately pre-formatted screens eliminating redundant data entry.	Important	S	
GT.122	The system has the ability to provide links to associated modules from any display screen to minimize backing out of one screen to access another, with appropriate security.	Important	S	
GT.123	The system has the ability to support access from mobile devices (e.g., for City-defined approvals and Executive Information System) with appropriate security permissions.	Important	N	**Not currently available.**
GT.124	The system has the ability for multiple windows to be open at the same time.	Mandatory	S	
GT.125	The system has the ability to warn a user that they are about to execute a process and ask if they want to proceed (i.e., to warn before posting a batch of changes, etc.).	Important	S	**Item GT.125 and GT 126: This functionality is not available in all areas.**
GT.126	The system has the ability to allow an administrator to configure which business process are prompted with a warning to proceed, with appropriate security permissions.	Important	S	
GT.127	The system has the ability to allow the configuration of processes using either the keyboard only, the mouse only, or a combination of the two, depending on a user's preference.	Desired	S	
GT.128	The system has the ability to provide the user with integrated application modules that offer a consistent user interface to minimize user training and administration of the system.	Mandatory	S	
GT.129	The system has the ability to allow the system administrator to rename field labels.	Desired	N	**Not currently available.**
GT.130	The system has the ability to allow all end user customizations and configurations related directly to the system to be stored in a central database and not stored in files residing on user workstations.	Important	S	
GT.131	The system has the ability to allow for reasonable windows modifications to screen resolution or display font that does not result in screen images being truncated or unnecessary scrolling.	Important	S	
GT.132	The system has the ability to recognize the device that is being used to view the software to make the necessary window adjustments.	Important	F	**Scheduled for release by July 1, 2017.**
GT.133	The system has the ability to allow application windows to be maximized to fit allotted screen size (i.e. increase window size to increase amount of data displayed instead of simply zooming in on data).	Important	F	**Scheduled for release by July 1, 2017.**
	Workflow			
GT.134	The system has the ability to initiate and track the approval process.	Important	S	

	General and Technical			
Req	**Description of Capability**	**Criticality**	**Response**	**Comments**
GT.135	The system has the ability to assign different levels of approval for the same user.	Important	S	
GT.136	The system has the ability to maintain separation of duties related to workflow approval processes.	Important	S	
GT.137	The system has the ability to provide workflow functionality in all applicable system modules.	Important	S	
GT.138	The system has the ability to integrate workflow capability to all applications listed in the Interfaces Tab that have a type of integration of "BOTH." Exceptions should be noted in the comment field.	Desired	N	**SunGard cannot guarantee the ability to use Workflow to manipulate all third-party systems. Workflow can interact with MS Office and MS Exchange. Workflow can also create files and/or interactions with third-parties to the extent that those third-parties can accept SunGard files and formats.**
	The system has the ability to set workflow rules by:			
GT.139	User;	Important	S	
GT.140	Role;	Important	S	
GT.141	Department;	Important	S	
GT.142	Account Number;	Desired	S	
GT.143	Thresholds;	Important	S	
GT.144	Percentage argument;	Desired	S	
GT.145	Numerical argument; and	Important	S	
GT.146	User-defined criteria.	Desired	S	
GT.147	The system has the ability to allow temporary status changes of users (e.g., unavailable due to vacation time).	Important	S	
GT.148	The system has the ability to re-route workflow assignments based on availability triggered by unavailable status.	Important	S	
GT.149	The system has the ability to re-route workflow assignments based on availability triggered by City-defined periods of no response.	Important	S	
GT.150	The system has the ability to notify a system admin of unsuccessful workflow processes.	Important	S	
GT.151	The system has the ability to provide escalation paths based on user-defined criteria (e.g., minimum period of no response, etc.).	Important	S	
GT.152	The system has the ability to provide event-driven notifications by email that may be configured at any step in any workflow routine.	Important	S	
GT.153	The system has the ability to allow notifications to be configurable by the City.	Important	S	
GT.154	The system has the ability to integrate with a digital signature software for workflow approvals.	Desired	N	Not currently available.
GT.155	The system has the ability to capture and apply electronic approvals for approvals in workflow.	Important	S	

General and Technical

Req	Description of Capability	Criticality	Response	Comments
GT.156	The system has the ability to allow graphical tools for documenting workflow.	Desired	S	
GT.157	The system has the ability to provide flexible workflow configurations allowing the advancement of a process with appropriate security permissions.	Important	S	
	Support and Documentation			
GT.158	The system has the ability to allow properly authorized users to configure and maintain all system settings from any workstation on the local/wide area network.	Important	S	
GT.159	The system has the ability to allow centralized deployment of system updates and system maintenance.	Mandatory	S	
GT.160	The system has the ability to allow remote deployment of system updates and system maintenance.	Mandatory	S	
GT.161	The system has the ability to accommodate deployment of system updates and maintenance to all affected systems according to administrator-defined effective dates (e.g., calendar and fiscal year parameter changes).	Desired	N	**Items GT.161 and GT.162: Not currently available.**
GT.162	The system has the ability to provide a current list of certified/supported third-party applications.	Desired	N	
GT.163	The vendor must proactively notify the System Administrator regarding which releases of third-party software (JAVA virtual machine, Internet Explorer, Mozilla, Safari, etc.) are known to create problems with the current version of the vendor software.	Important	S	
	The vendor, at a minimum must adhere to the following standards for issue resolution:			
GT.164	Severity Level 1, system is down. Attention required immediately, maximum of 30 minute response time.	Desired	N	**SunGard has a stated goal to respond within 60 minutes of the issue being reported and have a resolution plan within 24 hours.**
GT.165	Severity Level 2, major functionality of the system is impacted or parts of the system are down. Maximum of 1 hour response time.	Desired	N	**SunGard has a stated goal to respond within two hours of the issue being reported.**
GT.166	Severity Level 3, non-mission critical processes are impacted. Maximum of 8 hour response time.	Desired	S	**SunGard has a stated goal to respond within four hours of the issue being reported.**
GT.167	The system has the ability to allow for outage times to be based on a 24x7 basis instead of working hours.	Desired	S	
GT.168	The system has the ability to allow for severity levels for support as defined by the City.	Important	N	**Defined by SunGard.**
GT.169	The vendor will provide support during standard City business hours.	Mandatory	S	
GT.170	The vendor will provide web-based support, with a searchable database of common problems, to assist end users in researching error messages.	Important	S	

General and Technical

Req	Description of Capability	Criticality	Response	Comments
GT.171	The system has the ability to adhere to the City's security policy, which requires vendors to request for access to the application for trouble shooting.	Mandatory	S	
GT.172	The system has the ability to provide online software documentation for all software application modules.	Important	S	
GT.173	The system has the ability to provide an online tutorial to assist users learning the software.	Desired	S	
GT.174	The system must have the capability to provide support through remote access to the application in accordance with City procedures.	Mandatory	S	
GT.175	The vendor offers software application support during planned upgrades after typical operating hours as requested by the City.	Mandatory	S	
GT.176	The vendor offers access to an online user group community.	Desired	S	
GT.177	The vendor offers a suite of online training modules.	Desired	S	
GT.178	The vendor offers periodic live webinar training sessions at no cost.	Desired	S	
GT.179	The vendor offers recorded training sessions to be viewed at no cost.	Important	S	
GT.180	The vendor offers an implementation project management website, that includes secure process for file sharing between the vendor and client.	Important	S	

Reporting and Dashboards

Req	Description of Capability	Criticality	Response	Comments
GT.181	The system has the ability to provide an Executive Information System (EIS) (i.e., a performance dashboard).	Desired	S	
GT.182	The system has the ability to customize the information presented on the Executive Information System by user.	Desired	S	
GT.183	The system has the ability to customize the information presented on the Executive Information System by group of users.	Desired	S	
GT.184	The system has the ability to display information on the Executive Information System in real-time.	Desired	S	
GT.185	The system has the ability to configure the refresh rate of the Executive Information System.	Desired	S	**Almost all data is real-time except those items refreshed by batch, which is configurable.**
GT.186	The system has the ability to allow a user to manually refresh the Executive Information System.	Desired	S	
GT.187	The system has the ability to provide an integrated report writer.	Mandatory	S	
GT.188	The system has the ability to provide an integrated report writer that has a consistent look and feel across all proposed system modules.	Mandatory	S	
GT.189	The system has the ability to provide an integrated report writer that allows the creation of reports comprised of any discrete data field throughout the system with proper security permissions.	Important	S	
GT.190	The system has the ability to save a report as a new template after a user copies and modifies an existing report, with appropriate security permissions.	Important	S	

General and Technical

Req	Description of Capability	Criticality	Response	Comments
GT.191	The system has the ability to configure and save ad hoc reports by individual user, with the ability to provide access to other users with appropriate security permissions.	Important	S	
GT.192	The system has the ability save favorite reports in a menu or pick-list by individual user.	Important	S	
GT.193	The system has the ability to generate a report that can be saved as a data file (for future analysis).	Important	S	
GT.194	The system has the ability to allow generated reports to be viewed on screen prior to printing.	Mandatory	S	
GT.195	The system has the ability to allow reports to be generated that are searchable.	Important	S	
GT.196	The system has the ability to schedule reports to run in the future.	Important	S	
GT.197	The system has the ability to schedule reports to be run on a recurring basis.	Important	S	
GT.198	The system has the ability to configure automatic distribution paths for generated reports (i.e., automatically send a report to a particular user).	Important	S	
GT.199	The system has the ability to display when a report is being run, or in process, so that a user does not run the report again.	Important	S	
GT.200	The system has the ability to configure the page breaks for any printed report.	Desired	S	
GT.201	The system has the ability to allow reports to be generated that have "drill-down" capabilities.	Important	S	
GT.202	The system has the ability to support the creation of reports using SSRS.	Important	N	**Microsoft SSRS does not enforce security; SunGard does not provide functional support for end-user created SSRS reports.**
GT.203	The system can generate all standard reports in less than five minutes. Reports that will require more than this amount of time should be listed in "Comments" (column E) with a description of the reason so much time is required for each individual report.	Desired	S	**This is subject to customer hardware, configuration, and data.**
GT.204	The system has the ability to notify a system administrator of reports that have been running for more than a City-specified period of time.	Desired	N	**Items GT.204 and GT.205: Not currently available.**
GT.205	The system has the ability to utilize Power Pivot functionality.	Important	N	

Response Indicators: When providing responses to the requirements in Attachment G, proposers shall use the following response indicators:

S: Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from vendors in accordance with agreed upon configuration planning with the City.

F: Feature/Function will be available in a future software release available to the City by July 1, 2017 at which point it will be implemented in accordance with agreed upon configuration planning with the City. If a response indicator of "F" is provided for a requirement that will be met in a future software release, the Proposer shall indicate the planned release version as well as the time the release will be generally available.

C: Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be provided with custom modifications. All related customization costs should be indicated in Attachment K – Cost Worksheets. If a response indicator of "C" is provided for a requirement that will be met through a custom modification, the Proposer shall indicate the cost of such a modification.

T: Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be provided with integration with a third-party system. This system should be specified. If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the Proposer shall identify this third-party system and include a cost Proposal to secure this system.

N: Feature/Function cannot be provided.

Req #	Description of Requirement	Criticality	Response	Comments
	General Ledger and Financial Reporting			
	General Requirements			
GL.1	The system has the ability to provide a General Ledger that is integrated with all other **proposed** system modules so that reconciliation between applications is user friendly and efficient.	Mandatory	S	
GL.2	The system has the ability to produce monthly, quarterly, and annual statements of revenue and expense and can be subtotaled at multiple levels.	Mandatory	S	
GL.3	The system has the ability to allow month end closings to occur in a new fiscal year without having to close the previous fiscal year, including producing all month end financial statements.	Mandatory	S	
GL.4	The system has the ability to provide a financial statement report writer to allow end users to create user-defined financial statement reports.	Important	S	
GL.5	The system has the ability to budget at any level in the City's chart of accounts.	Important	S	
GL.6	The system has the ability to support multi-year funds.	Mandatory	S	
GL.7	The system has the ability to produce balance sheets and other financial reports from a prior closed year and period.	Important	S	
GL.8	The system has the ability to store at least 10 years of transactional data.	Mandatory	S	
GL.9	The system has the ability to restrict user inquiry access to a City defined group of account numbers.	Important	S	

General Ledger and Financial Reporting

Req #	Description of Requirement	Criticality	Response	Comments
GL.10	The system has the ability to restrict user transactions to a City defined group of account numbers.	Important	S	
GL.11	The system has the ability to carry the entire chart of accounts forward, even accounts with zero balances or accounts that have no activity to eliminate the need to manually key these accounts into the system.	Important	S	
GL.12	The system has the ability to only carry forward active accounts, even if they have zero balances.	Important	S	
GL.13	The system has the ability to not carry forward accounts with zero balances.	Important	S	
GL.14	The system has the ability to not carry forward inactive accounts.	Important	S	
GL.15	The system has the ability to perform "soft closes" on periods so that a period may be opened again with proper permissions for the purposes of posting activity to that period.	Mandatory	S	
GL.16	The system has the ability to perform "hard closes" on periods so that a period is closed for the purposes of not posting activity to that period.	Mandatory	S	
GL.17	The system has the ability to record a journal entry type (Document Type) in the general ledger for reconciliation purposes.	Important	S	
GL.18	The system has the ability to restrict one-sided journal entries from being entered.	Important	S	
GL.19	The system has the ability to drill down to see all account activities, to include the related accounts of the source journal.	Mandatory	S	
GL.20	The system has the ability to allow users to retrieve GL related information that is more than one year old.	Mandatory	S	
GL.21	The system provides fund accounting capability that complies with GAAP and GASB standards.	Mandatory	S	
GL.22	The system provides fund accounting capability that complies with Washington BARS standards.	Mandatory	S	
GL.23	The system has the ability to display clear and understandable reasons for rejecting general ledger transactions.	Important	S	
GL.24	The system has the ability to provide at least 13 periods, including one for entering annual closing entries which acts as a closing period and one for audit adjustments.	Important	S	
GL.25	The system has the ability to move a division or project from one department to another and carry-over all associated history.	Important	S	
GL.26	The system has the ability to create journal entries from all proposed modules for posting to the General Ledger.	Mandatory	S	

General Ledger and Financial Reporting

Req #	Description of Requirement	Criticality	Response	Comments
	Chart of Accounts			
GL.27	The system has the ability to provide a single chart of accounts file that is referenced by all other system modules.	Mandatory	S	
GL.28	The system has the ability to either automatically generate or copy chart of account records when creating new funds, departments, and any other reorganizations.	Important	S	
GL.29	The system has the ability to inactivate parts of an account so no posting activity can take place against the account.	Mandatory	C	**The GL Part Definition screens do not currently have a status field to inactivate the code. The pricing includes 80 hours of custom development to provide this functionality.**
GL.30	The system has the ability to search for accounts when entering transactions.	Mandatory	S	
GL.31	The system has the ability to provide a "suggested text" function for looking up and selecting account numbers.	Desired	N	**Not currently available.**
GL.32	The system has the ability to activate new accounts or specific accounts based on dates or date ranges.	Important	S	
GL.33	The system has the ability to inactivate new accounts or specific accounts based on dates or date ranges.	Important	N	**Not currently available.**
GL.34	The system has the ability to support at least 5 segments and at least 20 total characters.	Important	S	
GL.35	The system has the ability to change the name of any segment of the account number while leaving the historic description the same.	Desired	S	**The historic descriptions of the Keys remain the same.**
GL.36	The system has the ability to provide security at a City-determined level in the chart accounts.	Important	S	
GL.37	The system has the ability to provide a flexible user defined chart of accounts which can be modified as needed by a system administrator with appropriate security permissions.	Important	S	
GL.38	The system has the ability to support alpha-numeric fields in the chart of accounts at any segment.	Important	S	
The system has the ability to support the following fields in the chart of accounts:				
GL.39	"Fund" (at least 3 digits);	Important	S	
GL.40	"Department" (at least 2 digits);	Important	S	
GL.41	"Division" (at least 2 digits).	Important	S	

General Ledger and Financial Reporting

Req #	Description of Requirement	Criticality	Response	Comments
GL.42	"Program" (at least 3 digits);	Important	S	
GL.43	"Object Code" (at least 7 digits);	Important	S	
GL.44	Other City-Defined (new) upon implementation.	Important	S	
GL.45	The system has the ability to support at least a 256-character description field for each of the above fields.	Desired	S	
Journal Entries				
GL.46	The system has the ability to use workflow technology to automatically route journal entries to approvers prior to posting.	Desired	S	
GL.47	The system has the ability to provide standard and recurring journal entry capabilities.	Mandatory	S	
GL.48	The system has the ability to maintain at least ten years of detailed journal entry transactions and budget information and provides the ability to maintain greater than ten years if desired.	Important	S	
GL.49	The system has the ability to automatically populate fiscal year and period based on transaction type with option to turn on or off.	Important	N	Not currently available.
GL.50	The system has the ability to automatically transfer activity from one account to another account (i.e. due-to, due-from) with the ability to limit the setup of automatic transfers based on security permissions.	Important	S	
GL.51	The system has the ability to disallow further posting to an account that is closed.	Mandatory	S	
GL.52	The system has the ability to generate date-specific reversing entries.	Important	S	
GL.53	The system has the ability to allow a template for journal entry information to be configured (i.e., minimum information that must be captured).	Important	S	
GL.54	The system has the ability to accommodate free form text or attachments associated with a journal entry based on security permissions.	Important	S	
GL.55	The system has the ability to automatically assign sequential numbers to all journal entry transactions for audit trail purposes.	Mandatory	S	
GL.56	The system has the ability to allow more than 99 lines in each journal entry.	Important	S	
GL.57	The system will not allow the ability to post a journal entry to a control account.	Important	S	
Reporting				
GL.58	The system has the ability to produce required Washington BARS reports in file formats and layout required by the State.	Mandatory	S	

General Ledger and Financial Reporting

Req #	Description of Requirement	Criticality	Response	Comments
GL.59	The system has the ability to provide linkage between reportable sections of the CAFR (i.e., Exhibits, Management Discussion and Analysis, Notes to the Financial Statements and Statistics).	Important	S	
GL.60	The system has the ability to provide an ad hoc report writing tool.	Important	S	
GL.61	The system has the ability to export to various formats to create a custom designed CAFR document.	Desired	S	
GL.62	The system has the ability to generate a report across any segment or group of segments in the chart of accounts.	Important	S	
GL.63	The system has the ability to generate reports based on user-defined periods (e.g., date specific reports).	Important	S	
GL.64	The system has the ability to distribute reports via electronic workflow.	Desired	S	
GL.65	The system has the ability for users to add notes to each report.	Desired	N	**More information is needed to establish compliance.**
GL.66	The system has the ability to print reports in a "printer-friendly" mode.	Desired	S	
GL.67	The system has the ability to run large reports with minimum system performance interference.	Important	S	
GL.68	The system has the ability to provide real-time reporting on all current balances.	Important	S	
GL.69	The system has the ability to provide comparison reports (e.g., between different periods, as user-defined).	Mandatory	S	
GL.70	The system has the ability to print financial reports on closed periods.	Mandatory	S	
GL.71	The system has the ability to produce monthly, quarterly, and annual financial statements without the need for a financial report writer. (Income Sheet, Balance Sheet, Budget Comparisons by Department, etc.)	Important	S	
GL.72	The system has the ability to produce monthly, quarterly, and annual financial statements without the need for a financial report writer (Cash Flow).	Important	S	
GL.73	The system has the ability to produce monthly, quarterly, and annual financial statements at City-defined levels.	Important	S	
GL.74	The system has the ability to print graphs and charts for presentation style reports.	Important	S	
GL.75	The system has the ability to allow the produced compliance reports to be editable by a user for formatting and final edits.	Important	S	
GL.76	The system provides GAAP and GASB compliance reports.	Mandatory	S	

General Ledger and Financial Reporting

Req #	Description of Requirement	Criticality	Response	Comments
	The system, at a minimum, has the ability to produce the following reports (current and previous years and for multi-year funds where applicable):			Numerous standard reports are provided within ONESolution. Users can easily customize these reports or create new ones with the proposed ad hoc reporting tools. If an existing report does not exactly match your requirements, you can modify a similar report or create a new report. If you do not wish to modify or create reports, reporting services are available from SunGard for an additional charge.
GL.77	Available budget by expense and revenue code;	Important	S	
GL.78	Cash balance (i.e., by department, fund, etc.);	Important	S	
GL.79	Inception to date, for total expenditures for all City projects;	Important	S	
GL.80	Expenditures relative to budget;	Important	S	
GL.81	Year-to-date expenditures;	Important	S	
GL.82	Year and month to date expenditures;	Important	S	
GL.83	Budget to actual by all budget line items;	Important	S	
GL.84	Open encumbrance report;	Important	S	
GL.85	Pre-encumbrance report;	Important	S	
GL.86	Income statement;	Important	S	
GL.87	Cash flow;	Important	S	
GL.88	Balance sheet;	Important	S	
GL.89	Statement of net assets;	Important	S	
GL.90	Schedule of expenditures and revenues based on type of revenue;	Important	S	
GL.91	Trial balance activity (debits and credits);	Important	S	
GL.92	Statement of revenues and expenditures;	Important	S	
GL.93	Capital projects;	Important	S	
GL.94	Detail and summary project report;	Important	S	
GL.95	Multi-year grants for revenues and expenses;	Important	S	
GL.96	Expense Budget at any level;	Important	S	
GL.97	Cash Balance by Fund;	Important	S	
GL.98	Cash Balance by Fund with associated detail;	Important	S	

General Ledger and Financial Reporting

Req #	Description of Requirement	Criticality	Response	Comments
GL.99	Detailed Transaction Listing by Vendor Number;	Important	S	
GL.100	Detailed Transaction Listing by Vendor Invoice Number; and	Important	S	
GL.101	General Fund Financial Statements;	Important	S	
GL.102	The system has the ability to project and report on end of year accruals (e.g., payroll).	Important	S	

Response Indicators: When providing responses to the requirements in Attachment G, proposers shall use the following response indicators:

S: Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from vendors in accordance with agreed upon configuration planning with the City.

F: Feature/Function will be available in a future software release available to the City by July 1, 2017 at which point it will be implemented in accordance with agreed upon configuration planning with the City. If a response indicator of "F" is provided for a requirement that will be met in a future software release, the Proposer shall indicate the planned release version as well as the time the release will be generally available.

C: Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be provided with custom modifications. All related customization costs should be indicated in Attachment K – Cost Worksheets. If a response indicator of "C" is provided for a requirement that will be met through a custom modification, the Proposer shall indicate the cost of such a modification.

T: Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be provided with integration with a third-party system. This system should be specified. If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the Proposer shall identify this third-party system and include a cost Proposal to secure this system.

N: Feature/Function cannot be provided.

Req #	Description of Requirement	Criticality	Response	Comments
	Budgeting			
	General Requirements			
BD.1	The system has the ability for the Budgeting module to use the same chart of accounts as the rest of the proposed system modules.	Mandatory	S	
BD.2	The system has the ability to integrate with the proposed Payroll and Human Resources module for budgeting personnel cost.	Important	S	
BD.3	The system has the ability to integrate with the proposed Payroll and Human Resources module enabling the inclusion of payroll information into the budget in real-time.	Important	S	
BD.4	The system has the ability to provide payroll and benefit information by position, for budgeting purposes.	Important	S	**Position Budgeting uses the actual employee position, salary, and benefits. Reports may be used to see this information aggregated by position.**
BD.5	The system has the ability to provide payroll and benefit information by employee, for budgeting purposes.	Important	S	
BD.6	The system has the ability to store a minimum of ten years budget-to-actual at any account level.	Important	S	
BD.7	The system has the ability to provide a department user interface to maintain and monitor detailed department level budgets.	Important	S	

Budgeting

Req #	Description of Requirement	Criticality	Response	Comments
BD.8	The system has the ability to provide workflow approval and appropriate security permissions for budget development and monitoring.	Desired	S	
BD.9	The system has the ability to provide a memo field of a minimum of 500 characters to store notes for each budgeted account.	Important	S	
BD.10	The system has the ability for notes to be entered at each level of the workflow approval process.	Desired	S	
BD.11	The system has the ability to calculate a total for multiple sub-entries for each budgeted account line to identify the budget line detail.	Important	S	
BD.12	The system has the ability to display budget-to-actual with percentages of available budget for an account or group of accounts at any time.	Important	S	
BD.13	The system has the ability to provide real-time reporting on current balances on specified line item accounts and line item account activity.	Important	S	
BD.14	The system has the ability to provide budgetary control at the department level to control spending based on user-defined criteria.	Desired	S	
BD.15	The system has the ability to allow analysis of the current year budget by providing reports that indicate all or any combination of budget-to-actual revisions, invoices, pre-encumbrances, encumbrances, requisitions, and available balance.	Desired	S	
BD.16	The system has the ability to "roll" the budget through at least 6 process levels (e.g., budget entry, Administration review, etc.).	Important	S	
BD.17	The system has the ability to roll user-defined parts of the budget.	Important	S	
BD.18	The system has the ability to support inquiry for account balances.	Important	S	
BD.19	The system has the ability to create next year's budget prior to closing the current year as well as enter transactions against next year's budget while in the current year.	Mandatory	S	
The system has the ability to provide a budget dashboard view of key indicators including but not limited to:				
BD.20	Budget to actual;	Important	S	
BD.21	Project completion;	Important	S	
BD.22	Fund;	Important	S	
BD.23	Project;	Important	S	
BD.24	Department;	Important	S	
BD.25	Grant;	Important	S	

Budgeting

Req #	Description of Requirement	Criticality	Response	Comments
BD.26	Current year-to-date compared to previous year-to-date; and	Desired	S	
BD.27	Other, user-defined.	Desired	S	
BD.28	The system has the ability to allow budget dashboards to be configured and saved for individual users (either by user, super-user or system administrator).	Important	S	
BD.29	The system has the ability to add attachments at the detail level of the budget such as Microsoft Word, Microsoft Excel, and Adobe PDF documents.	Important	S	
BD.30	The system has the ability to support roll-up codes for grouping accounts together for budgeting.	Important	S	
BD.31	The budget preparation system should at a minimum, contain at least two previous fiscal years, and current fiscal year.	Important	S	
BD.32	The budget preparation system should at a minimum, contain at least five future fiscal years.	Desired	S	
BD.33	The system has the ability to support biennial budgeting.	Important	S	
Budget Preparation				
BD.34	The system has the ability to produce a unified, City-wide budget that is automatically consolidated from electronic inputs of different departments.	Important	S	
BD.35	The system has the ability to support at least 25 versions of a budget.	Important	S	**Up to 25 named versions of the budget may be identified for each named entity/ledger and are available year after year. Each version can have the ability to log changes made. Eight roll-ups are available for each version.**
BD.36	The system has the ability to store reasons (notes/comments) for each budget version.	Desired	S	
BD.37	The system has the ability to name budget versions.	Important	S	
The system has the ability to prepare budgets that accommodate the following:				
BD.38	Department budget;	Mandatory	S	
BD.39	Division budget;	Mandatory	S	
BD.40	Fund budget;	Mandatory	S	
BD.41	Grant budget;	Important	S	

Budgeting

Req #	Description of Requirement	Criticality	Response	Comments
BD.42	Capital project budget;	Important	S	
BD.43	Program budget (i.e. cross departmental budgeting); and	Important	S	
BD.44	Other city-defined.	Desired	S	
The system has the ability to load budget amounts based on one or more of the following:				
BD.45	Zero balances in all accounts;	Desired	S	
BD.46	Current year's original budget;	Important	S	
BD.47	Previous year's budget;	Desired	S	
BD.48	Previous year's actual (with the ability to select which years);	Desired	S	
BD.49	Any previous year budget or actual with percentage increase; and	Important	S	
BD.50	Any previous year budget or actual with percentage decrease.	Important	S	
BD.51	The system has the ability to load budget information from third party software (e.g., Excel and Access).	Important	S	Standard import/export utilities are provided within ONESolution. In order to use these standard features, data must be presented in a supported format (CSV, Excel).
BD.52	The system has the ability to allow administrators to pre-populate fields, allowing individual departments to fill in budget information easily in a template format.	Important	S	
BD.53	The system has the ability to carry all budget line accounts forward for budgeting purposes to eliminate the need to manually key these accounts into the system.	Important	S	
BD.54	The system has the ability to support the submission of a detailed budget, one that includes revenue sources, detailed expenditures, multi-funding sources, multi-year budget, and matching funds.	Important	S	
BD.55	The system has the ability to support the workflow of the City's budget process, with different phases and approval processes.	Desired	S	
BD.56	The system has the ability to support electronic workflow of notifications for reviewing the budget.	Desired	S	
BD.57	The system has the ability to prevent users from making changes to a proposed departmental budget.	Important	S	
Budget Maintenance				
BD.58	The system has the ability to track budget amounts at the line item level in the chart of accounts.	Important	S	

Req #	Description of Requirement	Criticality	Response	Comments
	Budgeting			
BD.59	The system has the ability to track the original budget, amendments made during the year, and distinguish between the two.	Important	S	
BD.60	The system has the ability to allow the budget to be amended during the year by authorized personnel and provides an audit trail of those amendments.	Important	S	
The system has the ability to store the following information when a budget adjustment/amendment is made:				
BD.61	Type of change;	Important	S	
BD.62	Reason for change;	Important	S	
BD.63	Original requestor of change;	Desired	S	
BD.64	Approvers of change;	Desired	S	
BD.65	User making change;	Desired	S	
BD.66	Date and time of change;	Important	S	
BD.67	Comments/notes;	Important	S	
BD.68	Scanned and attached documentation; and	Important	S	
BD.69	Other, user-defined.	Desired	S	
BD.70	The system has the ability to allow intrafund transfers of funding from one department to another, through workflow, with appropriate permissions and approvals.	Desired	S	
BD.71	The system has the ability to allow intrafund transfers of funding between line items within a single department, through workflow, with appropriate permissions and approvals.	Desired	S	
BD.72	The system has the ability to lockout changes to the budget after user-defined dates.	Important	S	
BD.73	The system has the ability to provide internal controls for making budget adjustments.	Desired	S	
	Multi-Year and Capital Improvement Budgeting			
BD.74	The system has the ability to accommodate multi-year projects for budget purposes, to include life-to-date appropriations, adopted budget new appropriations, and be fully integrated with the financial system and other modules.	Important	S	
BD.75	The system has the ability to provide a framework or model for CIP budgeting, so that once a budget model is built, changes to the budget only require entering variance amounts.	Desired	N	**Not currently available.**

Req #	Description of Requirement	Criticality	Response	Comments
	Budgeting			
BD.76	The system has the ability to view the budget for a multi-year project excluding encumbrances and carry-forward amounts of budget balances.	Important	S	
BD.77	The system has the ability to allow for multiple funding sources for multi-year funds.	Important	S	
BD.78	The system has the ability to track budget, expenditures, and funding sources for grants and multi-year funds.	Important	S	
BD.79	The system has the ability to export CIP and other project data to a project management tool (e.g., MS Project).	Desired	S	
BD.80	The system has the ability to import CIP and other project data from a project management tool (e.g., MS Project).	Desired	S	
BD.81	The system has the ability to import data from other City systems for the purposes of outcome-based budgeting.	Desired	N	Not currently available.
BD.82	The system has the ability to attach CIP and other project data (e.g., MS Excel).	Desired	S	
BD.83	The system has the ability to create fixed cost budgets based on prior year actual activity, anticipated rate increases, and anticipated capital asset additions (e.g., utility charges, equipment replacement, fleet maintenance, and fuel).	Important	S	
BD.84	The system has the ability to create replacement and maintenance CIP budgets based on annual maintenance and annual replacement contributions.	Important	S	
BD.85	The system has the ability to allow administrators to pre-populate fields, allowing individual departments to fill in CIP budget information, with an option by period, easily in a template format.	Desired	S	
BD.86	The system has the ability to lockout changes to the CIP budget after user-defined dates and criteria.	Important	S	
	Forecasting			
BD.87	The system has the ability to provide a budget model or framework for forecasting purposes.	Desired	S	
The system has the ability to provide budget trending and forecasting capabilities including:				
BD.88	Straight line projection;	Desired	S	
BD.89	Percentage based on last year actual;	Desired	S	
BD.90	Percentage based on last year budgeted;	Desired	S	
BD.91	Other, user defined.	Desired	S	

Req #	Description of Requirement	Criticality	Response	Comments
Budgeting				
	The system has the ability to provide salary and benefit forecasting capabilities based on the import/integration from the payroll application including:			
BD.92	Number of positions;	Important	S	
BD.93	Multiple types of pay;	Important	S	
BD.94	Current salary ranges;	Important	S	
BD.95	Longevity;	Desired	S	
BD.96	Holiday pay days;	Desired	S	
BD.97	Shift differential;	Desired	S	
BD.98	Overtime expenses; and	Desired	S	
BD.99	Other, user defined.	Desired	S	
	The system has the ability to accommodate automated expenditure analysis of multiple budget elements including:			
BD.100	Expenditures and revenues to date;	Desired	S	
BD.101	Pre-encumbrances;	Desired	S	
BD.102	Encumbrances;	Desired	S	
BD.103	Outstanding invoices;	Desired	S	
BD.104	Outstanding payments;	Desired	S	
BD.105	Balance available to spend;	Desired	S	
BD.106	Estimate of expenditures to year end;	Desired	S	
BD.107	Expected total expenditures for the year;	Desired	S	
BD.108	Estimate of revenues to year end;	Desired	S	
BD.109	Estimated total revenues for the year;	Desired	S	
BD.110	Collected revenue; and	Desired	S	
BD.111	Other, user defined.	Desired	S	
BD.112	The system has the ability to allow multiple users to build and save budget forecasting scenarios.	Important	N	**Item BD.112 through BD.117: SunGard has a product called Advanced Reporting powered by Cognos TM1 that can meet your forecasting requirements. It is not included in this proposal.**
BD.113	The system has the ability to allow at least 99 budget forecasting models to be saved.	Important	N	
BD.114	The system has the ability to enter and store notes and comments or attach supporting documentation to each budget forecast model.	Desired	N	

Req #	Description of Requirement	Criticality	Response	Comments
	Budgeting			
BD.115	The system has the ability to allow budget forecasts/models to be named.	Important	N	
BD.116	The system has the ability to provide long-term forecasting capabilities for a minimum of ten years in the future.	Important	N	
BD.117	The system has the ability to provide "what if" scenario projections for the budget.	Important	N	
	Reporting			
BD.118	The system has the ability to export budget data to Microsoft Excel.	Mandatory	S	
BD.119	The system has the ability to import budget data from Microsoft Excel.	Important	S	**Standard import/export utilities are provided within ONESolution. In order to use these standard features, data must be presented in a supported format (CSV, Excel).**
BD.120	The system has the ability to integrate with common desktop publishing applications for producing the final or "presentation" budget document (e.g. MS Word, MS Excel).	Desired	S	**Desktop publishing supported with the use of Cognos Disclosure Management. Additonally, standard import/export utilities are provided within ONESolution. In order to use these standard features, data must be presented in a supported format (CSV, Excel). If specific formatting needs, scope, and complexity go beyond the standard format, additional charges may be incurred at the then-current development hourly rate.**
BD.121	The system has the ability to track and report on adjustments made to the budget during the year.	Important	S	
BD.122	The system has the ability to report on budgets at any level of the chart of account structure.	Important	S	
BD.123	The system has the ability to allow analysis of current year budget by providing reports that indicate budget-to-actual revisions.	Important	S	
BD.124	The system has the ability to allow analysis of current year budget by providing reports that indicate budget-to-actual available balance.	Important	S	
BD.125	The system has the ability to query for specific words in budget line items.	Desired	S	

	Budgeting			
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
BD.126	The system has the ability to allow "wildcard" searches for a portion of a word.	Important	S	
BD.127	The system has the ability to allow "drill-down" from any line item in a system generated report.	Important	S	
BD.128	The system has the ability to provide real-time reporting on current balances on specified line item accounts and line item account activity.	Important	S	
BD.129	The system has the ability to provide budget-to-actual reports by user-defined fields, such as by funds, organizations, or accounts.	Important	S	
BD.130	The system has the ability to generate comparative budget to actual revenue reports.	Important	S	
BD.131	The system has the ability to print original budget plus any changes/amendments to reach the final budget from prior years (i.e., the full life-cycle of a prior year budget).	Desired	S	

Response Indicators: When providing responses to the requirements in Attachment G, proposers shall use the following response indicators:

S: Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from vendors in accordance with agreed upon configuration planning with the City.

F: Feature/Function will be available in a future software release available to the City by July 1, 2017 at which point it will be implemented in accordance with agreed upon configuration planning with the City. If a response indicator of "F" is provided for a requirement that will be met in a future software release, the Proposer shall indicate the planned release version as well as the time the release will be generally available.

C: Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be provided with custom modifications. All related customization costs should be indicated in Attachment K – Cost Worksheets. If a response indicator of "C" is provided for a requirement that will be met through a custom modification, the Proposer shall indicate the cost of such a modification.

T: Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be provided with integration with a third-party system. This system should be specified. If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the Proposer shall identify this third-party system and include a cost Proposal to secure this system.

N: Feature/Function cannot be provided.

Purchasing and Contract Management

Req #	Description of Requirement	Criticality	Response	Comments
	General Requirements			
PU.1	The system has the ability to provide a Purchasing functionality that is integrated with all other **proposed** system modules including (but not limited to) general ledger, fixed assets, contracts, budgeting, accounts payable, bid management, projects, and grants.	Mandatory	S	
PU.2	The system has the ability to accommodate a decentralized purchase requisition process that allows requisitions to be entered by all City departments.	Important	S	
PU.3	The system has the ability to support electronic workflow to support a paperless requisition approval process of user-defined levels of approval and routing capabilities.	Important	S	
PU.4	The system has the ability to allow purchase order amount up to $99,000,000.00.	Important	S	
PU.5	The system should not require the use of commodity codes.	Mandatory	S	
PU.6	The system has the ability to drill-down to supporting documents or transactions throughout the purchasing module.	Mandatory	S	
PU.7	The system has the ability to see all documentation associated with a transaction (i.e. PO, invoices, checks, bids, etc.).	Important	S	

Purchasing and Contract Management

Req #	Description of Requirement	Criticality	Response	Comments
PU.8	The system has the ability to give all system users visibility into the status of the procurement and where it is in the workflow and procurement stage at any point in the process.	Important	S	
PU.9	The system has the ability to establish emergency expenditure approval exceeding budget with appropriate permissions; including an audit trail of the emergency budget approval.	Desired	S	
PU.10	The system has the ability to verify funding availability at the line item, category or group, department, object and fund level from a department's budget at the time of a requisition, purchase order, or modification.	Important	S	
PU.11	The system has the ability to provide electronic notification of needed approval actions.	Important	S	
PU.12	The system has the ability to provide multiple electronic notifications of needed approval actions.	Desired	S	
PU.13	The system has the ability to provide electronic notification of completed approval actions.	Desired	S	
PU.14	The system has the ability to route requisitions and purchase orders using workflow based on account number.	Desired	S	
PU.15	The system has the ability to route requisitions and purchase orders using workflow based on a range of account numbers.	Desired	S	
PU.16	The system has the ability to route requisitions and purchase orders using workflow based on dollar amount.	Desired	S	
PU.17	The system has the ability to route requisitions and purchase orders using workflow based on other City-defined fields or rules.	Desired	S	
PU.18	The system has the ability to require electronic approvals through workflow for approval of purchase orders.	Desired	S	
PU.19	The system has the ability to require electronic approvals through workflow for approval of requisitions.	Desired	S	
PU.20	The system has the ability to upload transaction detail from purchasing card vendors' applications with detail applied to the general ledger appropriately.	Important	S	
PU.21	The system has the ability to print purchase orders in a configurable print-image format, not dependent on screen layouts.	Important	S	
PU.22	The system has the ability to support a "queue" in which multiple buyers can process from, with the ability to configure routing based on buyers' responsibility areas.	Desired	S	
PU.23	The system has the ability to track expenditures against purchasing cards issued to employees.	Important	S	

Purchasing and Contract Management

Req #	Description of Requirement	Criticality	Response	Comments
PU.24	The system has the ability to flag requisitions as user defined types. (i.e. sole source or emergency purchases.)	Desired	S	**This is accomplished through a requisition code.**
PU.25	The system has the ability to allow buyers to override or modify the purchase type based on system permissions.	Important	S	
PU.26	The system has the ability to provide user defined purchase order types.	Important	S	
	Requisitions			
PU.27	The system has the ability to accommodate recurring requisitions.	Desired	S	
PU.28	The system has the ability to attach scanned documents to an electronic requisition, for viewing.	Important	S	
PU.29	The system has the ability to include the date, time and user that attached a document to an electronic requisition.	Desired	S	
PU.30	The system has the ability to provide auto-generated requisition numbers on an annual basis with the ability to override.	Mandatory	S	
PU.31	The system has the ability to support at least a 5 character requisition number.	Important	S	
PU.32	The system has the ability to check available budget by line item and flag for warning if the requisition is over total appropriation with the ability to override or stop the user.	Important	S	
PU.33	The system has the ability to check available budget by department and flag the requisition if over total appropriation (flag for warning, override, or stop).	Important	S	
PU.34	The system has the ability to copy an existing requisition to create a new one.	Desired	S	
The system has the ability to maintain the following data points in the requisition process:				
PU.35	Origin of request (department);	Important	S	
PU.36	Requestor;	Important	S	
PU.37	Date of request;	Important	S	
PU.38	Scheduled delivery date;	Important	S	
PU.39	Shipping address;	Important	S	
PU.40	Delivery instructions;	Important	S	
PU.41	Delivery contact person (City employee);	Important	S	
PU.42	Delivery contact information;	Important	S	

Purchasing and Contract Management

Req #	Description of Requirement	Criticality	Response	Comments
PU.43	Vendor name;	Important	S	
PU.44	Vendor number;	Important	S	
PU.45	Vendor contact person;	Important	S	
PU.46	Vendor email address(s);	Important	S	
PU.47	Comment;	Important	S	
PU.48	Quantity requested;	Important	S	
PU.49	Unit of measure;	Important	S	
PU.50	Unit price;	Important	S	
PU.51	Auto calculate extended price;	Important	S	
PU.52	Description (minimum of 250 characters);	Important	S	
PU.53	Multiple city G/L account numbers;	Important	S	
PU.54	Project Number;	Important	S	
PU.55	Grant Number;	Important	S	
PU.56	Work Order Number;	Important	S	
PU.57	Contract Number;	Important	S	
PU.58	Bid Number;	Important	S	
PU.59	Sales Tax;	Important	S	
PU.60	Use Tax;	Important	S	
PU.61	Labor Costs;	Desired	N	**This is usually tracked in the line item unit cost field.**
PU.62	Freight/shipping charges; and	Important	S	
PU.63	Other, user-defined fields.	Desired	S	**Data may be tracked as narrative in an open user-defined or re-purposed field.**
PU.64	The system has the ability to apply effective dates to requisitions (i.e., for planned requisitions close to year end to occur in the following year).	Desired	S	
PU.65	The system has the ability to provide a paperless requisition approval process using workflow with notifications for user-defined levels of approval and routing capabilities, to include routing to multiple departments.	Important	S	
PU.66	The system has the ability to print the requisition(s) as needed.	Desired	S	
PU.67	The system has the ability to indicate the status of a requisition, receipt status, purchase orders, and invoice/payable status at any time.	Important	S	

Purchasing and Contract Management

Req #	Description of Requirement	Criticality	Response	Comments
PU.68	The system has the ability to display the requisition and/or purchase order history in one screen (i.e. entered, approved, rejected, and/or modified).	Important	S	
PU.69	The system has the ability to enter requisitions for the next fiscal year with appropriate security permissions.	Desired	S	
PU.70	The system has the ability to place a requisition on hold.	Important	S	**Requisition can be placed on hold in the approval process.**
PU.71	The system has the ability to support entering negative requisition amounts for discounts and/or trade-in amounts.	Desired	S	
PU.72	The system has the ability to allow approved requisitions to be modified by the Purchasing Department and to track any modifications made to the approved requisitions.	Important	S	
Purchase Orders				
PU.73	The system has the ability to convert requisitions to a purchase order.	Mandatory	S	
PU.74	The system has the ability for all attached documentation to carry forward when a requisition is converted to a purchase order, with the ability to turn this feature on or off at the system level.	Important	S	
PU.75	The system has the ability to carry comments made on the requisition forward to the purchase order.	Important	S	
PU.76	The system has the ability to not carry forward comments made on the requisition forward to the purchase order.	Important	S	**Comments made in the purchase requisition notes area will not print on the purchase order.**
PU.77	The system has the ability to set up recurring purchase orders.	Important	S	
PU.78	The system has the ability to require that the vendor be completed before creating a purchase order.	Important	S	
PU.79	The system has the ability to automatically assign a unique purchase number sequentially.	Mandatory	S	
PU.80	The system has the ability to print purchase orders on a laser printer and on multiple printers.	Mandatory	S	
PU.81	The system has the ability to print purchase orders to a PDF.	Mandatory	S	
PU.82	The system has the ability to print attachments with a purchase order and assemble as a PDF, with the ability to ask before doing so.	Important	N	**Not currently available.**
PU.83	The system has the ability to designate purchase order signature based on dollar amount with ability to turn on or off.	Desired	S	
PU.84	The system has the ability to email notification for POs pending approval.	Desired	S	

Purchasing and Contract Management

Req #	Description of Requirement	Criticality	Response	Comments
PU.85	The system has the ability to electronically send purchase orders via email to the requestor and/or the vendor.	Important	S	
PU.86	The system has the ability to e-mail attachments with a purchase order, with the ability to ask before doing so.	Desired	S	**The user must select the correct attachment type in order to send the document to the vendor.**
PU.87	The system has the ability to change the account (GL) number that is assigned to a purchase, with appropriate security permissions.	Important	S	
PU.88	The system has the ability to notify the creator of a purchase when the account number has been changed.	Desired	S	
PU.89	The system has the ability to check for or flag recurring purchase orders.	Important	S	
PU.90	The system has the ability to reprint Purchase Orders.	Important	S	
PU.91	The system has the ability to allow multiple GL numbers on one purchase order and/or on individual line items by percentage or dollar value.	Mandatory	S	
PU.92	The system has the ability to allow multiple project numbers, work order numbers, contract numbers, bid numbers and grant numbers on one purchase order and/or on individual line items.	Important	S	
PU.93	The system has the ability to match accounts payable invoices to purchase orders.	Mandatory	S	
PU.94	The system has the ability to accommodate blanket purchase orders.	Mandatory	S	
PU.95	The system has the ability to create contracts for purchases that are split between different departmental accounts and establish the start and expiration date of the contract plus a maximum contract amount.	Mandatory	S	
PU.96	The system has the ability to provide a full audit trail including dates, user names/IDs, and activity for purchase orders.	Important	S	
PU.97	The system has the ability for authorized users to modify the purchase order without having to void the purchase order.	Important	S	
PU.98	The system has the ability for authorized users to modify a purchase order with the option to reprint or re-e-mail.	Important	S	
PU.99	The system has the ability to automatically accommodate change orders or modifications to purchase orders and track the version number and changes with the date of changes.	Important	S	
PU.100	The system has the ability to provide a check box on the purchase order to indicate change order or modification and track the version number of the change with a written explanation regarding the change.	Desired	S	**Req Code can be used to track a change order and notes can be used to track the version and provide explanation.**

Purchasing and Contract Management

Req #	Description of Requirement	Criticality	Response	Comments
PU.101	The system has the ability for users to see purchase order detail.	Important	S	
PU.102	The system has the ability to close purchase orders with a user-defined dollar amount or percent remaining available, with ability to override that closing.	Desired	S	
PU.103	The system has the ability to copy recurring purchase orders from a previous fiscal year without re-keying all the detail.	Important	S	
PU.104	The system has the ability to store electronically received or scanned documents with every purchase order.	Important	S	
PU.105	The system has the ability to allow users to select multiple "ship to" addresses for different facilities.	Desired	S	
PU.106	The system has the ability to void or cancel purchase orders, with appropriate security permissions.	Mandatory	S	**ONESolution has the ability to cancel/disencumber purchase orders. The system does not void a purchase order.**
PU.107	The system has the ability to allow a minimum of 500 character description on purchase order.	Mandatory	S	
PU.108	The system has the ability to handle description overflow on a purchase order.	Important	S	
PU.109	The system has the ability to change the vendor associated with a purchase order with appropriate security permissions.	Mandatory	S	
PU.110	The system has the ability to place a purchase order on hold.	Important	S	
PU.111	The system has the ability to split code a purchase order by percentage or dollar value to multiple departments and accounts.	Mandatory	S	
PU.112	The system has the ability to change the vendor on an existing purchase order without having to void or cancel the original purchase order with appropriate security permissions.	Mandatory	S	
	Receiving			
	The system has the ability to record the following receiving information:			
PU.113	Receiving staff;	Desired	S	
PU.114	Shipping carrier with tracking number;	Desired	S	
PU.115	Date and time received;	Important	S	
PU.116	Quantity received;	Mandatory	S	
PU.117	Complete or partial flag;	Mandatory	S	
PU.118	Comments/notes; and	Desired	S	

Purchasing and Contract Management

Req #	Description of Requirement	Criticality	Response	Comments
PU.119	Other, user-defined fields.	Desired	S	**Data may be tracked as narrative in an open user-defined or re-purposed field.**
PU.120	The system has the ability to allow delivery information to be entered by requisitioners and shown on the purchase order.	Desired	S	
PU.121	The system has the ability to allow City staff to enter and access delivery validation information.	Desired	S	
PU.122	The system has the ability to provide a receiving process for all items received at decentralized receiving areas.	Desired	S	
PU.123	The system has the ability to receive one item at a time.	Mandatory	S	
PU.124	The system has the ability to "receive all" goods/services with a single key stroke.	Desired	S	
PU.125	The system has the ability to "receive all" goods/services with a single key stroke and undo a single line item.	Desired	S	
PU.126	The system has the ability to "receive all" goods/services with a single key stroke and prompt with a dialogue box to verify the action (i.e., "are you sure?").	Desired	S	**The system has the ability to "receive all" goods/services with a single key stroke, but there is no prompt for verification.**

Contract Management

Req #	Description of Requirement	Criticality	Response	Comments
PU.127	The system provides the ability to allow a user to establish City-defined contract types.	Important	S	
PU.128	The system has the ability to support various contract periods, including multiple year contracts (i.e., those that span fiscal and/or calendar years).	Important	S	
PU.129	The system has the ability to generate a list of contracts available to departments that would allow the users to click on a vendor to see the associated contract and pricing.	Desired	S	
PU.130	The system has the ability to flag and/or suspend approval of change orders that require budget changes (greater than a certain user-defined percentage and/or dollar amount change over original amount).	Important	S	
PU.131	The system has the ability to automate the closing and encumbering of contracts from one fiscal year to the next.	Important	S	
PU.132	The system has the ability to encumber only a portion of a contract.	Important	S	
PU.133	The system has the ability to track certificate of insurance expiration dates.	Important	S	
PU.134	The system has the ability to notify internal staff and the vendor of the expired certificate of insurance.	Desired	S	**Workflow will be integrated with this process.**

Purchasing and Contract Management

Req #	Description of Requirement	Criticality	Response	Comments
PU.135	The system has the ability to support an user-defined contract number (e.g., clerk's office defines contract numbers).	Important	S	
PU.136	The system has the ability to trigger alerts based on all user-defined thresholds when a certain dollar amount of the contract is used (e.g., 75%).	Desired	S	**For items PU.136 and PU.137: Reporting and workflow will be integrated with this process.**
PU.137	The system has the ability to trigger alerts based on all user-defined thresholds prior to contract expiration (e.g., 30, 60, 90 days).	Desired	S	
PU.138	The system has the ability to include a change-order function that allows the addition, listing, and tracking of change orders.	Desired	S	
PU.139	The system has the ability to note contract revisions, including date and source.	Desired	S	
PU.140	The system has the ability to keep track of historical contract costs that may be used for creating budget requests for the new year.	Desired	S	
PU.141	The system has the ability to search by contract number, project file number, CIP number, purchase order number, contract name, buyer and/or commodity (and any other field, and location).	Important	S	
PU.142	The system has the ability to track the associated purchase orders.	Important	S	
PU.143	The system has the ability to track spending based on user-defined criteria (including but not limited to year-to-date, inception-to-date, and by department).	Desired	S	
PU.144	The system has the ability to track prime contractors and associated sub contractors.	Important	S	
PU.145	The system has the ability to maintain a checklist for the contract approval process.	Desired	S	
PU.146	The system has the ability to support the workflow process for change orders with digital signature approval.	Important	S	
PU.147	The system has the ability to allow multiple contracts per vendor, multiple items per contract, and multiple dates.	Important	S	
PU.148	The system has the ability to attach many and/or large volume documents to a contract.	Desired	S	
PU.149	The system has the ability to close and reopen contracts across fiscal years, based on appropriate user permissions.	Desired	S	
PU.150	The system has the ability to link single or multiple contract amounts to individual projects or grants.	Important	S	
PU.151	The system has the ability to identify user defined contract amendments (i.e. quantity, rate, schedule, extensions, or scope change).	Important	S	

Purchasing and Contract Management

Req #	Description of Requirement	Criticality	Response	Comments
PU.152	The system has the ability to track and report expenditures for each individual contract, including budget to actual comparisons by user-defined period (i.e., monthly, quarterly, daily, contract year, fiscal year, contract term, etc.).	Important	S	
PU.153	The system has the ability to track all requirements and compliance for Federally Funded projects.	Desired	S	
PU.154	The system has the ability to allow contracts to integrate with accounts receivable module for billing and collection purposes (e.g., rent to the City for buildings, etc.).	Important	S	**This is typically handled in the Grants Management module.**
PU.155	The system has the ability to track performance bonds associated with contracts.	Desired	S	
Reporting				
PU.156	The system has the ability to query on all data fields in the purchasing module.	Important	S	
PU.157	The system has the ability to generate a report of all activity with a vendor.	Mandatory	S	
PU.158	The system has the ability to generate a status report of all requisitions and purchase orders.	Important	S	
PU.159	The system has the ability to generate a report of all vendors by status, active or inactive, certification, etc.	Desired	S	
PU.160	The system has the ability to generate a report of all open purchase orders with user-defined filter criteria.	Important	S	
PU.161	The system has the ability to generate all reports by user-defined date ranges that may occur over prior fiscal years.	Important	S	
PU.162	The system has the ability to track and report minority vendors (e.g. DBE/MBE/WBE) to satisfy state compliance requirements.	Important	S	
PU.163	The system has the ability to export City-defined purchasing information to MS Excel.	Mandatory	S	

Response Indicators: When providing responses to the requirements in Attachment G, proposers shall use the following response indicators:

S: Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from vendors in accordance with agreed upon configuration planning with the City.

F: Feature/Function will be available in a future software release available to the City by July 1, 2017 at which point it will be implemented in accordance with agreed upon configuration planning with the City. If a response indicator of "F" is provided for a requirement that will be met in a future software release, the Proposer shall indicate the planned release version as well as the time the release will be generally available.

C: Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be provided with custom modifications. All related customization costs should be indicated in Attachment K – Cost Worksheets. If a response indicator of "C" is provided for a requirement that will be met through a custom modification, the Proposer shall indicate the cost of such a modification.

T: Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be provided with integration with a third-party system. This system should be specified. If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the Proposer shall identify this third-party system and include a cost Proposal to secure this system.

N: Feature/Function cannot be provided.

	Accounts Payable			
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
	General Requirements			
AP.1	The system has the ability to view approval status of purchase orders and requisitions.	Important	S	
AP.2	The system has the ability to produce a full audit trail on all transactions.	Important	S	
AP.3	The system has the ability to print 1099 forms on a laser printer.	Mandatory	S	
AP.4	The system has the ability to transmit 1099 forms electronically, per federal government regulations.	Desired	S	
AP.5	The system has the ability to accommodate 3-way matching of purchase order, receiving documents, and invoice.	Desired	S	
AP.6	The system has the ability to set a tolerance at invoice level by department, which can limit the amount of override allowed on an invoice.	Desired	S	**Tolerance is set systemwide and not by department.**
AP.7	The system has the ability to support electronic workflow for approvals by dollar amount.	Important	S	
AP.8	The system has the ability to support electronic workflow for approvals by general ledger account number.	Important	S	
AP.9	The system has the ability to import purchasing card transaction detail.	Important	S	

Accounts Payable				
Req #	Description of Requirement	Criticality	Response	Comments
AP.10	The system has the ability to support "positive pay." The system has the ability to send an electronic file of all checks, including system-driven manual checks, to the City's bank for comparison with checks being cashed in order to help reduce opportunities for fraud.	Important	S	
AP.11	The system has the ability to accept an import file from utility companies for payment.	Desired	S	Standard import/export utilities are provided within ONESolution. In order to use these standard features, data must be presented in a supported format (CSV, Excel). If specific formatting needs, scope and complexity go beyond the standard format, additional charges may be incurred at the then-current development hourly rate.
AP.12	The system has the ability to distribute journal entries from accounts payable to general ledger immediately (real-time) or in batch.	Important	S	
AP.13	The system has the ability to make corrections or additions to any field or screen throughout the purchasing process with appropriate security and with an audit trail of all changes (i.e., PO Corrections, Invoice Corrections).	Important	S	
AP.14	The system has the ability to make corrections or additions to any field or screen throughout the purchasing process with appropriate security and with an audit trail of all changes including after the time of payment for select information (i.e., descriptions or attachments).	Important	S	
Invoice Entry				
AP.15	The system has the ability to support decentralized invoice entry at the department level.	Important	S	
AP.16	The system has the ability to support batch, multiple, or individual invoice entry.	Important	S	
AP.17	The system has the ability to support at least a 20 character invoice number field.	Important	N	The maximum number of characters supported is 16.
AP.18	The system has the ability to accommodate partial payments.	Important	S	
AP.19	The system has the ability to support at least a 256 character invoice description field.	Desired	S	

Accounts Payable

Req #	Description of Requirement	Criticality	Response	Comments
AP.20	The system has the ability to have an applied date in a fiscal year based on the invoice date (i.e., when receiving an invoice in a new fiscal year dated for a previous fiscal year).	Important	S	
	The system has the ability to support multiple status modes for invoices including but not limited to the following:			
AP.21	Pending;	Desired	S	
AP.22	Approved;	Desired	S	
AP.23	Held;	Desired	S	
AP.24	Reject;	Desired	S	
AP.25	Delete; and	Desired	S	
AP.26	Other, user-defined.	Desired	S	
AP.27	The system has the ability to copy existing invoices to new ones.	Desired	S	
AP.28	The system has the ability to accumulate multiple invoices into one vendor check with the ability to turn this function on and off.	Mandatory	S	
AP.29	The system has the ability to electronically attach scanned invoices to the payable entry.	Desired	S	
AP.30	The system has the ability to flag invoices as reimbursable expenses through the grant process.	Important	S	
AP.31	The system has the ability to allow for an invoice to be distributed to (at least) 99 different general ledger accounts.	Important	S	
AP.32	The system has the ability to enter invoices upon receipt and select future payment date.	Important	S	
AP.33	The system has the ability to support recurring invoices.	Desired	S	
AP.34	The system has the ability to hold credit invoices and apply them to future invoices.	Desired	S	
AP.35	The system has the ability to flag invoices during invoice entry required for 1099 processing and reporting.	Mandatory	S	
AP.36	The system has the ability to support and enforce Washington State sales and use tax requirements.	Mandatory	S	
AP.37	The system has the ability to flag invoices that are paid that do not include assessed sales tax, for purposes of self-reporting use tax.	Mandatory	S	
AP.38	The system has the ability to calculate use tax amounts owed, based on the sum of invoices flagged as not having sales tax assessed.	Mandatory	S	
AP.39	The system has the ability to allow a user to flag individual purchase card transactions on the purchase card import file to identify those that did not include sales tax.	Important	S	

Req #	Description of Requirement	Criticality	Response	Comments
Accounts Payable				
AP.40	The system has the ability to calculate use tax amounts owed, based on the sum of purchase card transactions flagged as not having sales tax assessed.	Important	S	
Check Processing, Printing and Reconciliation				
AP.41	The system has the ability to interface with laser check printers.	Mandatory	S	
AP.42	The system has the ability to import a file for bank reconciliation.	Important	S	
AP.43	The system has the ability to update the general ledger to account for voided and re-issued checks.	Mandatory	S	
AP.44	The system has the ability to prohibit duplicate check numbers within the same checkbook.	Mandatory	S	
AP.45	The system has the ability to generate manual or off-cycle checks.	Important	S	
AP.46	The system has the ability to print checks in numerical order.	Important	S	
AP.47	The system has the ability to pay a large number of invoices to one vendor with one check and have stub information printed on an overflow statement.	Mandatory	S	
AP.48	The system has the ability to print the entire invoice number on the check.	Desired	S	
AP.49	The system has the ability to print a minimum of 30 characters in a comments field on the check.	Important	S	
AP.50	The system has the ability to produce digitized electronic signatures as part of the check printing process.	Important	S	
AP.51	The system has the ability to print a check register at pre-determined intervals and on demand.	Important	S	
AP.52	The system has the ability to re-print check registers for past dates to include complete activity (.i.e. voided or canceled checks).	Important	S	
AP.53	The system has the ability to notify a user and supervisor if check numbers are missing in that time period (i.e., voided or destroyed checks).	Desired	S	**Workflow scheduled report is used.**
AP.54	The system has the ability to process ACH payments.	Important	S	
AP.55	The system has the ability to remit to both a checking and savings account.	Desired	S	
AP.56	The system has the ability to store multiple email addresses for vendors with designation for a primary.	Mandatory	S	
AP.57	The system has the ability to lock the ACH file between processing and transmittal.	Important	S	

Req #	Description of Requirement	Criticality	Response	Comments
	Accounts Payable			
AP.58	The system has the ability to print month end and year end check register which indicates cleared and/or outstanding checks.	Important	S	
AP.59	The system provides the ability to drill back to the requisition and supporting documentation that created the purchase order.	Important	S	
AP.60	The system has the ability to re-run the check printing process.	Important	S	
	Vendor Management			
AP.61	The system has the ability to search by any field in the vendor file.	Important	S	
AP.62	The system has the ability to provide "wild-card" search capability for a word or portion of a word in any field in the vendor file.	Important	S	Supported with the exception of notes.
AP.63	The system has the ability to allow a search query for a single word that may exist in multiple fields within the vendor file (i.e., a search for a particular word in a vendor name but also in a vendor contact name or d/b/a).	Desired	N	Not currently available.
AP.64	The system has the ability to indicate whether inactive vendors should be included when searching for any field in the vendor file.	Important	S	
AP.65	The system has the ability to assign a classification to a vendor by user-defined pick table.	Important	S	
AP.66	The system has the ability to provide multiple vendor address fields.	Important	S	
AP.67	The system has the ability to allow inquiry-only access to the vendor table.	Important	S	
AP.68	The system has the ability to flag a vendor that is not to be used or is inactive.	Important	S	
AP.69	The system has the ability to maintain one vendor file that is shared across all proposed systems modules.	Mandatory	S	
AP.70	The system has the ability to compare vendors that owe the City money with vendors that owe the City money and warn the user when this condition exists.	Important	N	Not currently available.
AP.71	The system has the ability to merge vendor records with proper security permissions and an audit trail while maintaining all data for each merged vendor record.	Important	S	
AP.72	The system has the ability to attach files to the vendor file for audit purposes (e.g., W9, etc.).	Important	S	
AP.73	The system has the ability to provide an audit trail for all changes to the vendor file.	Desired	S	

	Accounts Payable			
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
AP.74	The system has the ability to allow a user to view all of the vendor transactions including invoices, purchase orders, and credit card activity.	Important	S	
AP.75	The system has the ability to report on invoices, purchase orders, and credit card transactions separately.	Important	S	
AP.76	The system has the ability to enter a vendor on the fly or a one time vendor with appropriate approval and permissions.	Important	S	
The system has the ability to notify a user that a vendor already exists when setting up a new vendor based on the following fields:				
AP.77	Name;	Important	S	
AP.78	Doing-Business-As Name;	Important	S	
AP.79	Address;	Important	S	
AP.80	Tax ID;	Important	S	
AP.81	Email address;	Desired	S	
AP.82	Phone number;	Desired	S	
AP.83	Point of contact; and	Desired	S	
AP.84	Other user-defined criteria.	Desired	S	
	Vendor Processing			
AP.85	The system has the ability to allow for the electronic submission of invoice from vendors (e.g., e-bills, etc.).	Desired	S	
AP.86	The system has the ability to automatically assign payment terms for vendors and provides the ability to override the payment terms at the vendor and/or invoice level.	Desired	S	
AP.87	The system has the ability to produce 1099 Forms per federal standards.	Mandatory	S	**The system currently accommodates only 1099-MISC forms.**
AP.88	The system has the ability to correct errors made in 1099 boxes and recalculate at year end so the information on the final 1099 form is correct.	Important	S	
AP.89	The system has the ability to calculate percentage and amount discounts (i.e., early payment).	Desired	S	
AP.90	The system has the ability to flag invoices (or groups of invoices) so that more than one check may be written to a vendor in any given check run for those transactions or vendors requiring separate checks.	Important	S	

	Accounts Payable			
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
AP.91	The system has the ability to calculate and track retainage for contractor or subcontractor invoices.	Desired	S	
AP.92	The system has the ability to flag a vendor as being a check vendor or an ACH vendor.	Important	S	
AP.93	The system has the ability to override a flag on a vendor for ACH to be able to issue a check.	Important	S	
AP.94	The system has the ability to track date of last activity for vendors.	Important	S	
AP.95	The system has the ability to track calendar year-to-date payments in addition to fiscal year-to-date totals.	Important	S	
AP.96	The system has the ability to produce tentative 1099 lists for review before printing or transmitting final list to the IRS.	Important	S	
AP.97	The system has the ability to specify the box or line on the 1099 form that the dollar amount will be printed in or on.	Important	S	
AP.98	The system has the ability to provide notification of duplicate invoice number entry of same vendor and provides for authorized user override.	Important	S	
AP.99	The system has the ability to show amount retained on each vendor/subcontractor check.	Important	S	
AP.100	The system has the ability to view and search through vendor list (alphabetically by vendor name and vendor number) and be able to select vendor from that screen for invoice entry.	Important	S	
AP.101	The system has the ability to change vendor remit-to address.	Important	S	
AP.102	The system has the ability to record with an audit trail when the remit-to address is changed.	Desired	S	
AP.103	The system has the ability to attach files to document the change of address in a vendor file.	Important	S	
	Reporting			
AP.104	The system has the ability to generate a report of anticipated cash requirement for disbursements.	Desired	S	
AP.105	The system has the ability to generate a report of scheduled checks to be written.	Important	S	
AP.106	The system has the ability to generate a vendor master listing report.	Important	S	
AP.107	The system has the ability to generate a summary payment report by vendor.	Important	S	
AP.108	The system has the ability to generate a report of 1099 vendors.	Important	S	

Accounts Payable

Req #	Description of Requirement	Criticality	Response	Comments
	The system has the ability to generate a report or allow on-screen inquiry of a variety of vendor information (outstanding checks, volume of checks, etc.), inlcuding but not limited to:			Numerous standard reports are provided within ONESolution. Users can easily customize these reports or create new ones with the proposed ad hoc reporting tools. If an existing report does not exactly match your requirements, you can modify a similar report or create a new report. If you do not wish to modify or create reports, reporting services are available from SunGard for an additional charge.
AP.109	Payee;	Important	S	
AP.110	Check number;	Important	S	
AP.111	Date or date range;	Important	S	
AP.112	Address;	Important	S	
AP.113	Invoice;	Important	S	
AP.114	Amount; and	Important	S	
AP.115	Other, user-defined criteria (based on any element in the vendor file).	Desired	S	
AP.116	The system has the ability to generate a report of checks paid by fund.	Desired	S	
AP.117	The system has the ability to generate a report of invoices outstanding.	Important	S	
AP.118	The system has the ability to generate a monthly expenditure report by fund.	Desired	S	
AP.119	The system has the ability to generate a monthly check reconciliation report of all checks as well as manual/off-cycle checks.	Important	S	
AP.120	The system has the ability to provide ad-hoc query capabilities by invoice number with the ability to display individual line items on the invoice.	Important	S	
AP.121	The system has the ability to produce an expenditure approval listing for review and approval by City Council.	Important	S	

Accounts Payable

Req #	Description of Requirement	Criticality	Response	Comments
AP.122	The system has the ability to produce an expenditure approval listing for review and approval by City Council that is fully configurable by the City to include various subtotals (e.g. payroll and benefit expenditures, AP expenditures by batch) and total (e.g. total of all AP batches).	Desired	S	

Response Indicators: When providing responses to the requirements in Attachment G, proposers shall use the following response indicators:

S: Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from vendors in accordance with agreed upon configuration planning with the City.

F: Feature/Function will be available in a future software release available to the City by July 1, 2017 at which point it will be implemented in accordance with agreed upon configuration planning with the City. If a response indicator of "F" is provided for a requirement that will be met in a future software release, the Proposer shall indicate the planned release version as well as the time the release will be generally available.

C: Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be provided with custom modifications. All related customization costs should be indicated in Attachment K – Cost Worksheets. If a response indicator of "C" is provided for a requirement that will be met through a custom modification, the Proposer shall indicate the cost of such a modification.

T: Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be provided with integration with a third-party system. This system should be specified. If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the Proposer shall identify this third-party system and include a cost Proposal to secure this system.

N: Feature/Function cannot be provided.

Accounts Receivable and Cashiering

Req #	Description of Requirement	Criticality	Response	Comments
	General Requirements			
AR.1	The system has the ability to provide Accounts Receivable and Cashiering functionality that is integrated with all other **proposed** system modules including but not limited to as the General Ledger, Accounts Payable, and Purchasing.	Mandatory	S	
AR.2	The system has the ability to identify each transaction by a reference number that is sequentially generated automatically.	Mandatory	S	
AR.3	The system has the ability to allow an administrator to configure the current fiscal year and period.	Important	S	
AR.4	The system has the ability to accept batch entry of invoices and cash receipts.	Mandatory	S	
AR.5	The system has the ability to provide an audit trail for changes made to account receivable records.	Mandatory	S	
AR.6	The system has the ability to provide tracking of partial payments.	Important	S	
AR.7	The system has the ability to provide posting of partial payments.	Mandatory	S	
AR.8	The system has the ability to produce summary and detail general ledger and journal entries for Accounts Receivable transactions.	Important	S	
AR.9	The system has the ability to handle NSF check processing and to add user defined fees to an account.	Important	S	

Accounts Receivable and Cashiering

Req #	Description of Requirement	Criticality	Response	Comments
AR.10	The system has the ability to generate charges between City departments (i.e., one City department billing another).	Desired	S	
AR.11	The system has the ability to provide user-defined payment terms such as net 30, net 45, and other user-defined due date payment terms.	Mandatory	S	
AR.12	The system has the ability to provide user-defined customer statements.	Mandatory	S	
AR.13	The system has the ability to provide recurring billing capabilities such as lease payments, rental payments, and other miscellaneous recurring billing.	Important	S	
AR.14	The system has the ability to provide a minimum of 256 characters of billing description for each item to be billed at time of billing entry.	Desired	S	
AR.15	The system has the ability to generate a reimbursement to the appropriate customer if there is a credit standing on the account.	Desired	S	
AR.16	The system has the ability to allow authorized users to query and view receivable information and report by user-defined criteria.	Important	S	
AR.17	The system has the ability to view, track, and sort receivables by user-defined criteria, including but not limited to accounting codes, customers, and activities.	Important	S	
AR.18	The system has the ability to post payments in real-time.	Desired	S	
AR.19	The system has the ability to attach a document to a transaction record.	Desired	S	
AR.20	The system has the ability to email a copy of the receipt to the customer.	Desired	N	**Not currently available.**
AR.21	The system has the ability to ensure that the cashiering module is Payment Card Industry (PCI) compliant.	Mandatory	N	**This can be provided via third-party integration with Paymentus or other provider; not proposed at this time.**
AR.22	The system has the ability to establish receivable types.	Desired	S	
AR.23	The system has the ability to enter each invoice as a separate line item.	Important	S	
AR.24	The system has the ability to roll up invoices during end-of-month processing.	Important	S	
AR.25	The system has the ability to track when payment on the account occurs.	Mandatory	S	
AR.26	The system has the ability to track all grant-related invoices for reallocation.	Important	S	

Accounts Receivable and Cashiering

Req #	Description of Requirement	Criticality	Response	Comments
AR.27	The system has the ability to scan checks and deposit slips to eliminate the need to store hard copies separate.	Desired	S	
	Customer Management			
AR.28	The system has the ability to automatically assign a number to a customer by user-defined rules.	Mandatory	S	
AR.29	The system has the ability to utilize a single unified customer file across all proposed system modules.	Important	S	
AR.30	The system has the ability to allow a specific customer number or type to be assigned to a new or existing customer.	Desired	S	
The system has the ability to maintain a customer file with the following information:				
AR.31	Name;	Mandatory	S	
AR.32	Address (billing);	Mandatory	S	
AR.33	Location (for a property/item billed against);	Mandatory	S	
AR.34	Phone;	Mandatory	S	
AR.35	Email;	Important	S	
AR.36	Fax number;	Important	S	
AR.37	Last account activity;	Important	S	
AR.38	Balance due;	Mandatory	S	
AR.39	Last payment amount;	Desired	S	
AR.40	Year-to-date payments;	Desired	S	
AR.41	Highest past-due balance;	Desired	S	
AR.42	Highest outstanding balance;	Desired	S	
AR.43	Payment arrangements;	Desired	S	
AR.44	Late payment penalty and interest charges, year-to-date;	Desired	S	
AR.45	Bad check status;	Desired	S	
AR.46	Link to vendor file;	Desired	S	
AR.47	Notes/comments; and	Important	S	
AR.48	Other, user-defined.	Desired		
AR.49	The system has the ability to maintain an audit log of all changes to the customer file.	Important	S	
AR.50	The system has the ability to provide a customer information field allowing entry and maintenance of narrative text that is viewable by all users with permissions.	Desired	S	

	Accounts Receivable and Cashiering			
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
AR.51	The system has the ability to deactivate a customer, but keep the customer history.	Important	S	
AR.52	The system has the ability to track customers that have a prior NSF check (insufficient funds) and warn counter clerk at time of customer payments.	Desired	S	
AR.53	The system has the ability to attach a document to the customer file.	Desired	S	
	The system has the ability to maintain a contact log to record conversations and correspondence with customers and maintains, at a minimum, the following information:			
AR.54	Contact person;	Desired	S	
AR.55	Date and time of contact;	Desired	S	
AR.56	Means of contact (e.g., phone, email, etc.); and	Desired	S	
AR.57	Information collected as a result of contact.	Desired	S	
AR.58	The system has the ability to set up customers using categories and sub categories.	Important	S	
AR.59	The system has the ability to notify users if a customer has filed bankruptcy.	Important	S	**Workflow will need to be used to email the customer.**
AR.60	The system has the ability to flag customers that have filed bankruptcy.	Important	S	
AR.61	The system has the ability to flag customers with City-defined codes (i.e., delinquency, etc.)	Desired	S	
AR.62	The system has the ability to set a standard naming convention.	Desired	S	
AR.63	The system has the ability to provide note fields for customer conversations.	Desired	S	
	Invoicing			
AR.64	The system has the ability to produce bills for mailing to customers.	Mandatory	S	
	The system has the ability to support multiple methods for calculating invoice amounts including but not limited to:			
AR.65	Flat fee;	Important	S	
AR.66	Percentage; and	Important	S	
AR.67	Table Based.	Important	S	
AR.68	The system has the ability to automatically bill recurring invoices based on user-defined billing schedules.	Desired	S	
AR.69	The system has the ability to allow the viewing of all outstanding invoices when applying payments to a customer account.	Important	S	

Accounts Receivable and Cashiering

Req #	Description of Requirement	Criticality	Response	Comments
AR.70	The system has the ability to use laser-printed, customizable forms for invoices.	Important	S	
AR.71	The system has the ability to default City-defined fields upon batch entry (e.g., payment type code, customer type, cash account, etc.).	Important	S	
AR.72	The system has the ability to assign default text to a charge code.	Important	S	
AR.73	The system has the ability to automatically assign sequential and unique numbers to invoices.	Mandatory	S	
AR.74	The system has the ability to reprint bills at any point in time.	Mandatory	S	
AR.75	The system has the ability to email the bill to the customer.	Desired	S	**Workflow will need to be used to email the customer.**
AR.76	The system has the ability to produce miscellaneous ad hoc bills with user-defined invoice formats.	Important	S	
AR.77	The system has the ability to provide at least 256 characters for billing description for each item to be billed at time of billing entry.	Important	S	
AR.78	The system has the ability to automate recurring billing.	Desired	S	
Delinquency Tracking				
AR.79	The system has the ability to compute late charges for customers not paying within a designated period of time.	Desired	S	
AR.80	The system has the ability to age the receivables according to user-definable time periods.	Desired	S	
AR.81	The system has the ability to age receivables either according to invoice date or according to due date.	Important	S	
AR.82	The system has the ability to generate accounts receivable aging reports for both summary by customer and detail within customer by invoice.	Desired	S	
AR.83	The system has the ability to produce a listing of late customer accounts, where "late" can be user defined.	Desired	S	
AR.84	The system has the ability to provide finance charge program (late fees) with user-defined late periods and percent of interest to be charged for late payment.	Desired	S	
AR.85	The system has the ability to set finance charge rates dependent on type of service being billed for finance charges.	Desired	S	
AR.86	The system has the ability to produce user-defined aging reports with at least six aging periods (e.g., 30, 60, 90, 120, over 120 days).	Important	S	
AR.87	The system has the ability to automatically compute and assess a user-defined late fee when the invoice is past due.	Desired	S	

Accounts Receivable and Cashiering

Req #	Description of Requirement	Criticality	Response	Comments
AR.88	The system has the ability to send reminder notices via email.	Desired	S	**Workflow will need to be used to email the customer.**
AR.89	The system has the ability to send reminder notices at user-defined intervals (e.g., 30, 60, and 90 days) when the invoice is past due.	Desired	S	
	Cash Receipts			
AR.90	The system has the ability to include cash receipt functionality that is integrated with all other proposed system modules.	Mandatory	S	
The system has the ability to accept the following types of transactions for payment:				
AR.91	Electronic fund transfers (EFT);	Important	S	
AR.92	Credit card;	Important	S	
AR.93	Payments through City website;	Important	S	
AR.94	Cash;	Important	S	
AR.95	Check; and	Important	S	
AR.96	Money order.	Important	S	
AR.97	The system has the ability to produce a cash receipt when bills are paid in person (at City), within a user-defined period.	Important	S	
AR.98	The system has the ability to record type of payment (check, money order, cash, and credit card) and a unique reference number.	Important	S	
AR.99	The system has the ability to produce a receipt when bills are paid (regardless of the payment method).	Important	S	
AR.100	The system has the ability to maintain cash receipting transaction detail for a user-defined period of time.	Mandatory	S	
The system has the ability to capture check detail, including (but not limited to) the following:				
AR.101	Account number;	Important	S	
AR.102	Check date; and	Important	S	
AR.103	Other, user-defined.	Desired	S	
AR.104	The system has the ability to alert the cashier of previous bad checks, detected through a match on customer and/or account detail.	Desired	N	**Item AR.104 and AR.105: Not currently available.**
AR.105	The system has the ability to print a partial credit card number on transaction receipt.	Important	N	
AR.106	The system has the ability to indicate whether transactions have been manually adjusted.	Important	S	
AR.107	The system has the ability to capture both amount due and amount received.	Important	S	

Accounts Receivable and Cashiering

Req #	Description of Requirement	Criticality	Response	Comments
AR.108	The system has the ability to allow any number of payment media types in any combination for payment of a single transaction.	Important	S	
	The system has the ability to record payment detail, including (but not limited to) the following:			
AR.109	Name;	Important	S	
AR.110	Address;	Important	S	
AR.111	Phone number;	Desired	S	
AR.112	Receipt number;	Important	S	
AR.113	Invoice number; and	Important	S	
AR.114	Other, user-defined variables.	Desired	S	
AR.115	The system has the ability to accept over payments.	Important	S	
AR.116	The system has the ability to automatically calculate transaction total.	Important	S	
AR.117	The system has the ability to accommodate multiple payments for a single bill.	Important	S	
AR.118	The system has the ability to support a transaction with multiple checks tendered, and must record the transaction number on each check.	Important	S	
AR.119	The system has the ability to accommodate multiple bills in a single transaction (support all bills being the same OR different types of bills).	Important	S	
AR.120	The system has the ability to specify default payment method for cash register.	Desired	S	
AR.121	The system has the ability to process payments for which there are no receivables.	Mandatory	S	
AR.122	The system has the ability to void (back out) transaction prior to completion.	Important	S	
AR.123	The system has the ability to partially void after completion of transaction (with proper authorization).	Important	S	
AR.124	The system has the ability to automatically increment system receipt/validation number.	Mandatory	S	
AR.125	The system has the ability to support credit and debit card authorization through a third party merchant.	Mandatory	N	**This can be provided via third-party integration with Paymentus or other provider; not proposed at this time.**
AR.126	The system has the ability to accommodate distribution of payment to multiple user defined allocation codes.	Mandatory	S	

Accounts Receivable and Cashiering

Req #	Description of Requirement	Criticality	Response	Comments
AR.127	The system has the ability to automatically calculate and display change due when appropriate.	Important	S	
AR.128	The system has the ability to read OCR (Optical Character Recognition) encoded account information.	Desired	N	**Bar code customer information is supported.**
AR.129	The system has the ability to allow a user defined hierarchy for application of payments.	Important	S	
AR.130	The system has the ability to allow user-defined and maintained receipt/validation formats.	Desired	S	**The user has the ability to create a receipt.**
AR.131	The system has the ability to support receipt printing at multi-function copiers, local and networked printers.	Important	S	**Local and network printers are supported.**
AR.132	The system has the ability to schedule the posting of third-party payment transactions (e.g., credit card merchant).	Desired	S	
AR.133	The system has the ability to attach a document to the cash receipt transaction.	Desired	S	

Reconciliation

Req #	Description of Requirement	Criticality	Response	Comments
AR.134	The system has the ability to support daily reconciliation for each cashier's workstation (cash drawer) with comparison to total daily deposits.	Important	S	
AR.135	The system has the ability to support daily reconciliation for each workstation (cash register) with comparison to total daily deposits.	Important	S	
AR.136	The system has the ability to generate daily cash reports for balancing by payment type.	Important	S	
	The system has the ability to generate a daily report to reflect the current day's financial activity both in detail and summary. The report must include (but not be limited to) the following:			
AR.137	Total cash;	Mandatory	S	
AR.138	Total checks;	Mandatory	S	
AR.139	Total revenue by cashier;	Mandatory	S	
AR.140	Total credit card payments;	Mandatory	S	
AR.141	Total debit card payments;	Mandatory	S	
AR.142	Other, user-defined.	Desired	S	
AR.143	The system has the ability to import accounts receivable transactions from a 3rd party system (e.g., permitting).	Desired	S	

Refunds

Accounts Receivable and Cashiering

Req #	Description of Requirement	Criticality	Response	Comments
AR.144	The system has the ability to utilize electronic workflow functionality to facilitate the refund process.	Important	S	Users must run the process in the system.
	The system has the ability to automatically initiate the refund process according to user-defined rules, including (but not limited to) the following:			
AR.145	Greater than/equal to a user-defined minimum amount;	Desired	S	
AR.146	Refund type (e.g., all overpayments automatically initiate the refund process); and	Desired	S	
AR.147	Other, user-defined criteria.	Desired	S	
AR.148	The system has the ability to cross check any outstanding amounts owed to the City before initiating the refund process.	Important	S	
AR.149	The system has the ability to record the name, address, and reference number of the recipient of a refund check.	Important	S	
AR.150	The system has the ability to automatically deny a refund if the original remittance is a bad check.	Important	S	
AR.151	The system has the ability to record a refund check number, date of issue, and other data (as needed) on the associated receivable record.	Desired	S	
AR.152	The system has the ability to include multiple refunds (multiple types of refunds) on one check.	Desired	S	
AR.153	The system has the ability to create a detail report and summary recap of all monies to be refunded.	Desired	S	
AR.154	The system has the ability to generate a report of all refunds issued by date range.	Desired	S	
AR.155	The system has the ability to automatically generate a unique, internal refund tracking number.	Desired	S	
AR.156	The system has the ability to allow users to record reason for the refund.	Desired	S	
AR.157	The system has the ability to allow users to enter reason from a drop down list.	Desired	S	
AR.158	The system has the ability to maintain returned check history for a user-defined period of time.	Desired	S	
AR.159	The system has the ability to automatically assign returned check fee to customer accounts.	Desired	S	
AR.160	The system has the ability to display the returned checks reversal as part of the payment history.	Desired	S	

Accounts Receivable and Cashiering

Cash Drawer Close-Out

Req #	Description of Requirement	Criticality	Response	Comments
AR.161	The system has the ability to allow cashier to balance a payment batch on demand from any workstation regardless of where the payments were processed (secure location).	Important	S	
AR.162	The system has the ability to allow authorized users to close out cash drawers on behalf of cashiers with appropriate permissions.	Important	S	
AR.163	The system has the ability to allow authorized users (e.g., finance personnel only) to perform payment corrections (reversal, void, charge back, etc.) after the close of business day while maintaining full audit details and data integrity.	Important	S	
AR.164	The system has the ability to combine individual payment batch deposit details into a single consolidated deposit.	Desired	S	
The system has the ability to maintain deposit detail, including (but not limited to) the following:				
AR.165	Deposit total;	Desired	S	
AR.166	Date;	Desired	S	
AR.167	Bank account number; and	Desired	S	
AR.168	Other, user-defined fields.	Desired	S	
AR.169	The system has the ability to generate a hard-copy, user-designed deposit slip.	Desired	S	

Reporting

AR.170	The system has the ability to display individual transactions and groups of transactions based on the criteria entered by the user.	Important	S	
AR.171	The system has the ability to produce transaction reports listing all recorded payments.	Important	S	
The system has the ability to produce detail and summary payments reports by any of (but not limited to) the following parameters:				
AR.172	Cashier;	Important	S	
AR.173	Payment type;	Important	S	
AR.174	Date;	Important	S	
AR.175	Location; and	Important	S	
AR.176	Other, user-defined variables	Desired	S	
AR.177	The system has the ability to drill down from any report to view the individual cash receipts transaction detail including the transaction and receivable.	Important	S	

Accounts Receivable and Cashiering

Req #	Description of Requirement	Criticality	Response	Comments
AR.178	The system has the ability to print a batch listing showing every item in a particular batch upon request.	Important	S	
AR.179	The system has the ability to sort line items on the accounts receivable journal listing of all activities posted to the accounts receivable master file by either batch and line number of customer number.	Important	S	
AR.180	The system has the ability to print an accounts receivable exception report listing all accounts with credit balances.	Desired	S	
AR.181	The system has the ability to provide a customer contact listing, showing name, phone number, and other contact information by customer.	Desired	S	
AR.182	The system has the ability to allow user-defined queries such as by customer name, and by amount owed.	Important	S	
The system has the ability to generate accounts receivable reports by any field, including but not limited to:				
AR.183	Name;	Important	S	
AR.184	Type of receivable;	Important	S	
AR.185	Type of activity;	Important	S	
AR.186	Invoice number;	Important	S	
AR.187	Accounting code information;	Important	S	
AR.188	Amount owed;	Important	S	
AR.189	Location;	Important	S	
AR.190	Dates; and	Important	S	
AR.191	Other, user-defined.	Desired	S	
AR.192	The system has the ability to print customer payment history based on user-defined criteria.	Important	S	
AR.193	The system has the ability to generate aging reports.	Mandatory	S	

City of Shoreline

List of Functional and Technical Requirements

Response Indicators: When providing responses to the requirements in Attachment G, proposers shall use the following response indicators:

S: Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from vendors in accordance with agreed upon configuration planning with the City.

F: Feature/Function will be available in a future software release available to the City by July 1, 2017 at which point it will be implemented in accordance with agreed upon configuration planning with the City. If a response indicator of "F" is provided for a requirement that will be met in a future software release, the Proposer shall indicate the planned release version as well as the time the release will be generally available.

C: Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be provided with custom modifications. All related customization costs should be indicated in Attachment K – Cost Worksheets. If a response indicator of "C" is provided for a requirement that will be met through a custom modification, the Proposer shall indicate the cost of such a modification.

T: Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be provided with integration with a third-party system. This system should be specified. If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the Proposer shall identify this third-party system and include a cost Proposal to secure this system.

N: Feature/Function cannot be provided.

Human Resources

Req #	Description of Requirement	Criticality	Response	Comments
	General Requirements			
HR.1	The system has the ability to support a system-generated unique employee number with override capabilities.	Important	S	
HR.2	The system has the ability to track various employee information through unique employee identifier.	Mandatory	S	
HR.3	The system has the ability to capture and maintain I-9 documentation and track status.	Important	S	
HR.4	The system has the ability to, via automated workflow, generate personnel status email notices (e.g., FMLA, applicant rejection, military leave, leave donation, return to work, benefit information, etc.).	Desired	S	
HR.5	The system has the ability to accommodate workflow approvals of human resources-related processes and documents.	Desired	S	
HR.6	The system has the ability to provide notification to appropriate users when a new position is approved in the budget, for purposes of creating the position in the HR module.	Desired	S	
	The system has the ability to maintain and manage employee personnel information, including (but not limited to) the following fields:			
HR.7	Name;	Mandatory	S	
HR.8	DOB;	Mandatory	S	

Human Resources

Req #	Description of Requirement	Criticality	Response	Comments
HR.9	SSN;	Mandatory	S	
HR.10	Employee number;	Mandatory	S	
HR.11	Spouse information;	Mandatory	S	
HR.12	Dependent information;	Mandatory	S	
HR.13	Contact detail (phone, cell, e-mail address);	Mandatory	S	
HR.14	Date of hire;	Mandatory	S	
HR.15	Leave date(s);	Mandatory	S	
HR.16	Benefit detail (benefit eligible date, retirement date);	Mandatory	S	
HR.17	Emergency contact information (name(s), phone, address, e-mail address); and	Mandatory	S	
HR.18	Other standard and user-defined fields.	Desired	S	
HR.19	The system has the ability to capture multiple emergency contacts.	Desired	S	
HR.20	The system has the ability to, upon new hire, notify all pertinent departments (based on user-defined criteria) and trigger appropriate workflow processes (e.g., IT established network access and sets up workstation, Payroll set-up, Benefits enrollment, equipment issued, etc.).	Important	S	
HR.21	The system has the ability to provide for an orientation process checklist that can be customized for each position.	Important	N	**This functionality could be added; estimate 150 hours of custom development effort.**
HR.22	The system has the ability to attach files to work orders at entry, management or reporting stages.	Desired	N	**This functionality may be available from CityWorks.**
HR.23	The system has the ability to accommodate planned or immediate terminations.	Important	S	
HR.24	The system has the ability to define multiple separation codes (discharged due to misconduct, performance issues, poor attendance, other user-defined; resignation due to mutual agreement, career advancement, career change, relocation, retirement, other user-defined).	Important	S	
HR.25	The system has the ability to track the length of time an employee has filled a position.	Desired	S	
HR.26	The system has the ability to record and track items assigned to employees (e.g., cell phone, keys, ID card, parking pass, etc.).	Important	S	
The system has the ability to set up and establish rules, workflows, and track changes for the following Personnel Actions:				

Human Resources

Req #	Description of Requirement	Criticality	Response	Comments
HR.27	New Hire;	Mandatory	S	
HR.28	Transfer;	Mandatory	S	
HR.29	Promotion;	Mandatory	S	
HR.30	Rehire;	Mandatory	S	
HR.31	Retirement;	Mandatory	S	
HR.32	Separation;	Mandatory	S	
HR.33	Separation for disciplinary reasons;	Mandatory	S	
HR.34	Probationary Period (Introductory Period);	Mandatory	S	
HR.35	Demotion;	Mandatory	S	
HR.36	Step increases;	Mandatory	S	
HR.37	Out of class; and	Mandatory	S	
	Unpaid Leave	Important	N	
HR.38	Other.	Desired	N	
HR.39	The system has the ability to generate personnel action forms.	Important	S	**Standard personnel action forms are available for the following: New Hire, Separation, Salary Change, Position Change, Status Change, Supplemental Pay. Additional forms may require custom modificatons.**
HR.40	The system has the ability to transfer employees from one position to another.	Important	S	
HR.41	The system has the ability to accommodate user-defined rules for employee transfer (e.g., employees assigned to multiple departments are flagged as exceptions).	Important	S	**Workflow models are configurable by virtually any data field.**
	The system has the ability to track the following position data:			
HR.42	Fiscal year;	Important	S	
HR.43	Job title;	Important	S	
HR.44	Job code;	Important	S	
HR.45	Position number;	Important	S	
HR.46	Position type (e.g., skilled labor, management, etc.);	Important	S	
HR.47	Supervisor position number;	Important	S	
HR.48	Physical work location;	Important	S	
HR.49	Department/program/project;	Important	S	

Human Resources

Req #	Description of Requirement	Criticality	Response	Comments
HR.50	Except/non-exempt status;	Important	S	
HR.51	Percent of full time;	Important	S	This is expressed as fraction of FTE. Example: Half-time = 0.50 FTE
HR.52	Pay rate:	Important	S	
HR.53	Probation end date/period;	Important	N	This functionality could be added; estimate 30-50 hours of custom development effort.
HR.54	Salary range;	Important	S	A step or range from a salary scheduled may be assigned, but not a beginning and end amount.
HR.55	FT/PT/retiree flag;	Important	S	Items HR.55-HR.60: Miscellaneous fields may be used to track this information, or alternatively custom modifications may be completed to add functionality.
HR.56	Temp/permanent flag;	Important	S	
HR.57	Grant funded flag;	Important	S	
HR.58	Department/division/program start date;	Important	S	
HR.59	Promotion date;	Important	S	
HR.60	Anniversary date;	Important	S	
HR.61	Unlimited text field or comments; and	Important	S	
HR.62	Other user-defined fields.	Desired	S	
HR.63	The system has the ability to accommodate multiple labor codes.	Desired	S	
HR.64	The system has the ability to allow positions to be budgeted for partial year (e.g., 3, 6, 9 months).	Important	S	
HR.65	The system has the ability to reinstate a separated employee, requiring approval sign-off per user-defined rules (at multiple levels if necessary).	Important	S	
The system has the ability to maintain current salary information including (but not limited to):				
HR.66	Effective date;	Important	S	
HR.67	Salary range;	Important	S	
HR.68	Wage range;	Important	S	

Human Resources

Req #	Description of Requirement	Criticality	Response	Comments
HR.69	Employee review date;	Important	S	**Items HR.69 and HR.71: Miscellaneous fields may be used to track this information, or alternatively custom modifications may be completed to add functionality.**
HR.70	Pay change reason/action code;	Important	S	
HR.71	Amount of change;	Important	S	
HR.72	A minimum of 500 character text field to describe pay change reason/action; and	Important	S	
HR.73	Other user-defined fields.	Desired	S	
HR.74	The system has the ability to provide for multiple salary schedules.	Important	S	
HR.75	The system has the ability to accommodate multiple salary tables linked to multiple job/description classes.	Important	S	
HR.76	The system has the ability to accommodate tracking shift structure for employees.	Desired	S	**Items HR.76 and HR.78: Calendars may be defined with schedule details and assigned to employees.**
HR.77	The system has the ability to capture permanent and temporary job-type indicators, including (but not limited to): seasonal and provisional employees.	Important	S	
HR.78	The system has the ability to capture the typical hours of a position (e.g., 9am to 5pm).	Desired	S	
HR.79	The system has the ability to allow an employee to be a full-time employee and a part-time employee concurrently (with multiple levels of approval sign-off per user-defined rules).	Desired	S	
HR.80	The system has the ability to provide multiple pay grades.	Important	S	
HR.81	The system has the ability to assign employees to single or multiple jobs and grades.	Important	S	
HR.82	The system has the ability to provide positions filled/available reporting.	Important	S	
HR.83	The system has the ability to monitor base salary and additional compensation components by employee.	Important	S	
HR.84	The system has the ability to track temporary alternate duty assignments and restrictions.	Important	S	
HR.85	The system has the ability to generate seniority reporting.	Important	S	
HR.86	The system has the ability to support HIPAA compliance.	Desired	S	

Human Resources

Req #	Description of Requirement	Criticality	Response	Comments
HR.87	The system has the ability to provide drill down capability to see attachments to employee records based on security permissions.	Important	S	
HR.88	The system has the ability to support the management of volunteer	Desired	S	
HR.89	The system has the ability to associate volunteers with volunteer positions, requiring minimal information to be entered related to the individual filling the position.	Desired	S	
HR.90	The system has the ability to flag an employee record upon SSN validation, once terminated, as ineligible for employment.	Desired	S	
Application Data				
	The system has the ability to maintain, at a minimum, the following applicant data:			In instances where a specific field tag is not available for a particular data item, the requirement can be met by re-purposing system-defined fields or using user-defined or coded value fields where available. Additionally, data items can be tracked using Threaded Notes or via attachments using Documents Online.
HR.91	Date of application;	Desired	S	
HR.92	Time of application;	Desired	S	
HR.93	Applicant Name;	Desired	S	
HR.94	Source of application information;	Desired	S	
HR.95	Relatives employed by City;	Desired	S	
HR.96	Address;	Desired	S	
HR.97	Phone number/s;	Desired	S	
HR.98	Email address/es;	Desired	S	
HR.99	Positions applied/referred for;	Desired	S	
HR.100	Ability to be legally employed in the USA (Y/N);	Desired	S	
HR.101	Reference detail;	Desired	S	
HR.102	Attached resume (Word or pdf);	Desired	S	
HR.103	Criminal background information;	Desired	S	
HR.104	Previous employment information;	Desired	S	
HR.105	Recruiting Source;	Desired	S	

Human Resources

Req #	Description of Requirement	Criticality	Response	Comments
HR.106	Education;	Desired	S	
HR.107	Highest grade completed;	Desired	S	
HR.108	GPA;	Desired	S	
HR.109	Certificates/licensure;	Desired	S	
HR.110	Results of required tests; and	Desired	S	
HR.111	Other user-defined.	Desired	S	
The system has the ability to track EEO data for use in statistical analysis and reporting, including but not limited to:				
HR.112	Employee name;	Important	S	
HR.113	Employee Number;	Important	S	
HR.114	Race;	Important	S	
HR.115	Sex;	Important	S	
HR.116	Gender;	Important	S	
HR.117	Other user-defined fields.	Desired	S	
HR.118	The system has the ability to restrict access to EEO data to authorized users as determined by City user profiles.	Important	S	
HR.119	The system has the ability to support EEO analysis.	Desired	S	
	New Hire Tracking			
The system has the ability to establish and track multiple methods of hiring, including:				
HR.120	Selection from a certified list;	Desired	S	
HR.121	Reinstatement;	Important	S	
HR.122	Rehire;	Important	S	
HR.123	Transfer to a different department;	Important	S	
HR.124	Promotion;	Important	S	
HR.125	Demotion;	Important	S	
HR.126	Grant related;	Important	S	
HR.127	Interim; and	Important	S	
HR.128	Other, user-defined.	Desired	S	
HR.129	The system has the ability to establish and track expiration dates and notifications related to job status.	Desired	S	
The system has the ability to track multiple reinstatement and restoration methods by department, contract, etc. including but not limited to:				

Human Resources

Req #	Description of Requirement	Criticality	Response	Comments
HR.130	Reinstatement from leave of absence;	Important	S	
HR.131	Termination appeal;	Desired	S	
HR.132	After resignation;	Important	S	
HR.133	Longevity;	Important	S	
HR.134	Service credit (i.e. years of service, highest step/grade attained);	Important	S	
HR.135	Reduction in force;	Important	S	
HR.136	Restoration of sick leave unpaid balance;	Important	S	
HR.137	Restoration of vacation/PTO/sick leave accrual rate hours; and	Important	S	
HR.138	Other, user-defined.	Desired	S	
New Hire Processing				
HR.139	The system has the ability to send information to required departments for data transfer once hired (i.e. IT for computer account setup, etc.).	Important	S	
HR.140	The system has the ability to require finger prints for certain employees, prior to starting their first day.	Desired	S	
HR.141	The system has the ability to produce a user-defined pre-employment checklist of forms that must be completed electronically, etc.	Important	S	
HR.142	The system has the ability to monitor conditional hire requirements and pass/fail information, test scores, drug tests and other data.	Important	S	
HR.143	The system has the ability to notify new hire that additional documentation is needed for processing (e.g., degrees, certifications, etc.).	Desired	S	
HR.144	The system has the ability to identify training requirements based on multiple factors including the position ID, job code, department, division/service area.	Desired	S	
The system has the ability to define a checklist for benefit eligible and non benefit eligible new employees, including:				Workflow models are configurable by virtually any data field.
HR.145	Employee Handbook and Policy Manuals;	Important	S	
HR.146	Required Forms;	Important	S	
HR.147	Optional Forms; and	Important	S	
HR.148	Other, user-defined.	Desired	S	
The system has the ability to define a checklist for employees new to position based upon:				Workflow models are configurable by virtually any data field.
HR.149	Job class;	Important	S	
HR.150	Position level;	Important	S	

Human Resources

Req #	Description of Requirement	Criticality	Response	Comments
HR.151	Department;	Desired	S	
HR.152	Division; and	Desired	S	
HR.153	Other, user-defined.	Desired	S	
HR.154	The system has the ability to define orientation requirements for new hires based upon department, job class, and/or other factors.	Important	S	
HR.155	The system has the ability to route completed new employee forms to appropriate departments, based upon multiple workflows.	Important	S	**The City can establish transitions and approval activities as needed and designate many levels of approvals or a few.**
HR.156	The system has the ability to list missing documents by each new hire and/or dates.	Important	S	
HR.157	The system has the ability to override missing required checklist items with security permissions.	Important	S	
HR.158	The system has the ability to correct and make adjustments to forms based upon effective date and/or retroactively.	Important	S	
	Benefits			
HR.159	The system has the ability to provide for a Benefits-specific new employee orientation checklist that can be customized by and for each department, job class, and status (temporary or permanent) (all items assigned to employee).	Important	S	
HR.160	The system has the ability to provide a benefits enrollment portal to accommodate open season, qualifying life events, and new hire enrollment processes.	Important	S	
HR.161	The system has the ability to support the management and enrollment in Association of Washington Cities benefits.	Desired	S	
HR.162	The system has the ability to capture information and produce forms that comply with enrollment forms for Association of Washington Cities benefits.	Desired	S	
HR.163	The system has the ability to support the management and enrollment in Washington state specific benefits (e.g. Department of Retirement Services Public Employees Retirement System).	Important	S	
HR.164	The system has the ability to accommodate participant and dependent benefit enrollment processing for benefit options.	Important	S	

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Req #	Description of Requirement	Criticality	Response	Comments
HR.165	The system has the ability to establish multiple eligibility rules.	Important	S	**HR. 165 and HR.169-HR.170: Benefit eligibility data may be tracked. Custom reports are necessary for eligibility checking and reporting.**
HR.166	The system has the ability to calculate premium amounts based on user-defined tables.	Important	S	
HR.167	The system has the ability to start and stop any deductions at any given time.	Important	S	
HR.168	The system has the ability to identify type of coverage (e.g., single, 2-person, family).	Desired	S	
HR.169	The system has the ability to track benefits eligibility.	Desired	S	
HR.170	The system has the ability to notify employees of benefit eligibility dates.	Desired	S	
HR.171	The system has the ability to maintain coverage and deduction detail by date.	Desired	S	
The system has the ability to track the following:				
HR.172	Coverage effective dates;	Important	S	
HR.173	Coverage history;	Important	S	
HR.174	Name change history;	Important	S	**Name change history is tracked though logging and/or notes.**
HR.175	Dependent information;	Important	S	
HR.176	Beneficiary information; and	Important	S	
HR.177	Years of service.	Important	S	
The system has the ability to maintain premium and deduction amounts for multiple benefit plans including (but not limited to):				
HR.178	Health Insurance;	Important	S	
HR.179	Dental Insurance;	Important	S	
HR.180	Vision Insurance;	Important	S	
HR.181	Life Insurance;	Important	S	
HR.182	Deferred compensation plans, including retirement plans;	Important	S	
HR.183	Flexible spending accounts for medical and child care reimbursement accounts;	Important	S	
HR.184	Long term disability;	Important	S	
HR.185	Short term disability;	Desired	S	

Req #	Description of Requirement	Criticality	Response	Comments
Human Resources				
HR.186	529/Education Savings Plan; and	**Desired**	**S**	
HR.187	457 Plan.	**Important**	**S**	
HR.188	The system has the ability to have two years open for benefits enrollments and closeouts.	**Important**	**S**	
HR.189	The system has the ability to establish multiple eligibility rules.	**Important**	**S**	**Items HR.189 and HR.194: Benefit eligibility data may be tracked. Custom reports are necessary for eligibility checking and reporting.**
HR.190	The system has the ability to track benefit allowance contributions to insurance other than health insurance.	**Desired**	**S**	
HR.191	The system has the ability to establish the appropriate tax ramifications for the deferred compensation amounts.	**Important**	**S**	
HR.192	The system has the ability to manually adjust benefit withholdings.	**Important**	**S**	
HR.193	The system has the ability to maintain the benefit pool even in certain user-defined non-paid statuses.	**Important**	**S**	
The system has the ability to maintain benefit eligibility data including:				
HR.194	Length of service;	**Important**	**S**	
HR.195	Age;	**Important**	**S**	
HR.196	Marital status;	**Important**	**S**	
HR.197	Domestic partnership;	**Important**	**S**	
HR.198	Dependent information for multiple dependents (including name, SSN, address, other contact information);	**Important**	**S**	
HR.199	Employee status (active, retired, leave of absence, suspension, termination, FMLA, military leave, etc.);	**Important**	**S**	
HR.200	Hours worked by various search criteria (e.g., weekly, bi-weekly, pay period, annually); and	**Important**	**S**	
HR.201	Other user-defined.	**Desired**	**S**	
HR.202	The system has the ability to provide tracking for death of employees, retirees, or dependents.	**Important**	**S**	
HR.203	The system has the ability to allow mass updates of employee plan designation.	**Important**	**S**	
HR.204	The system has the ability to allow update of benefits individually and as a group.	**Important**	**S**	
HR.205	The system has the ability to generate summary statements by employee.	**Important**	**S**	

Human Resources

Req #	Description of Requirement	Criticality	Response	Comments
HR.206	The system has the ability to identify leave start and end dates.	Important	S	
HR.207	The system has the ability to identify employee status (e.g., FMLA leave, military leave, retired).	Important	S	
HR.208	The system has the ability to track different leave types which accumulate concurrently as defined by user for each employee (e.g., military annual leave, military leave, workers' compensation).	Important	S	
HR.209	The system has the ability to track leave and place a manual or automatic stop on accruals when contract maximums are reached.	Important	S	
HR.210	The system has the ability to provide notices to employees for Family Medical Leave Act (FMLA) events, based on user-defined criteria.	Desired	S	
HR.211	The system has the ability to track FMLA based on user-defined criteria (e.g., length of service, eligibility, previous FMLA use, etc.).	Important	S	
HR.212	The system has the ability to maintain benefit coverage for employees on leave who elect to pay for his or her own coverage.	Desired	S	
HR.213	The system has the ability to produce confirmation letters indicating the employee's current participation levels in all benefit plans.	Important	S	
HR.214	The system has the ability to interface with the employee self-service module for benefit plan open enrollment, benefits and other changes, etc., (with verification process).	Important	S	
HR.215	The system has the ability to track current and historical benefit costs including (but not limited to): employer cost; employee cost; and total premiums/contributions.	Important	S	
HR.216	The system has the ability to maintain a record of employee plan history.	Desired	S	
HR.217	The system has the ability to validate that the employee is eligible for the plan selected.	Important	S	
HR.218	The system has the ability to determine coverage and deduction amounts for the employee using parameters stored in the benefit plan structure tables.	Important	S	
HR.219	The system has the ability to support pre- and post-tax payroll deductions.	Important	S	
HR.220	The system has the ability to automatically produce payroll deductions based on benefit plan enrollments.	Important	S	
HR.221	The system has the ability to retroactively enroll employees in plans, and automatically impact payroll to compute the proper pay adjustments and deductions.	Desired	N	**Items HR.221 and HR.222: This functionality could be added; estimate 80-120 hours of custom development effort.**

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Req #	Description of Requirement	Criticality	Response	Comments
HR.222	The system has the ability to retroactively enroll dependents in plans, and automatically impact payroll to compute the proper pay adjustments and deductions.	Desired	N	
HR.223	The system has the ability to recalculate life insurance amounts and costs to be recalculated for all employees at any time during the year based on changed salary, coverage, and/or plan cost parameters.	Desired	S	**Payroll calculation codes are typically used when premium amounts are dependent on multiple factors. This allows for re-calculating as necessary with no manual intervention.**
HR.224	The system has the ability to enter new enrollment data for a future date without changing the current elections until the date of the new enrollment period begins.	Important	S	

Performance Evaluations

Req #	Description of Requirement	Criticality	Response	Comments
HR.225	The system has the ability to accommodate job-specific employee evaluation forms in various formats that can be easily customized by the City.	Desired	N	**Not currently available.**
	The system has the ability to allow for the entry and maintenance of employee performance reviews (probationary and on-going) on the following schedules:			
HR.226	Due date (i.e. date of hire, promotion date, service anniversary date, Citywide date);	Important	S	
HR.227	End of probation;	Important	S	
HR.228	Extended probation; and	Important	S	
HR.229	Other user-defined event.	Desired	S	
HR.230	The system has the ability to accommodate review schedules and notify employees and supervisors of evaluation due dates.	Desired	S	
HR.231	The system has the ability to allow authorized users to override performance review dates.	Desired	S	
HR.232	The system has the ability to allow authorized users to prepare and submit a non-scheduled performance review.	Desired	N	**Items HR.232 and HR.233: This functionality could be added; estimate 150 hours of custom development effort.**
HR.233	The system has the ability to accommodate multiple milestone dates in a performance review and development plan schedules (e.g. planning, quarterly, midterm, end-of-term).	Desired	N	

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Req #	Description of Requirement	Criticality	Response	Comments
HR.234	The system has the ability to trigger e-mail notification for an evaluation based on an user-definable amount of time prior to due date.	Desired	S	
HR.235	The system has the ability to track probation periods of differing lengths including initial, extended, department transfer, promotion, demotion and job code.	Desired	S	
HR.236	The system has the ability to electronically notify supervisor that a review or other performance management milestone is due.	Desired	S	
HR.237	The system has the ability to provide supervisors with list of their employees and projected review date.	Desired	S	
HR.238	The system has the ability to provide multi-step approval/workflow for review and approval of performance evaluations.	Desired	S	
HR.239	The system has the ability to provide self-evaluation functionality.	Desired	N	**This functionality could be added; estimate 150 hours of custom development effort.**
HR.240	The system has the ability to have finalization of performance review to automatically generate an action to an employee record (i.e. change the next review date).	Desired	S	
HR.241	The system has the ability to create a variety of electronic performance evaluation templates.	Desired	N	**Not currently available.**
HR.242	The system has the ability to generate a printable copy of employee performance reviews that are accessible to the employee.	Desired	S	
HR.243	The system has the ability to attach unlimited performance evaluations to the employee record.	Desired	S	
HR.244	The system has the ability to perform performance evaluation scheduling (including employee, reviewer(s), date).	Desired	N	**This functionality could be added; estimate 150 hours of custom development effort.**
HR.245	The system has the ability to record performance evaluation detail, including narratives.	Important	S	**Evaluation details may be stored via documents attached to the evalaution record.**
HR.246	The system has the ability to accommodate electronic performance evaluations, utilizing electronic signatures to notate approval.	Desired	N	**Not currently available.**
HR.247	The system has the ability to support individualized performance planning processes, used to define employee/supervisor goals for defined period of time.	Desired	N	**Items HR.247 and HR.248: This functionality could be added; estimate 150 hours of custom development effort.**

Human Resources

Req #	Description of Requirement	Criticality	Response	Comments
HR.248	The system has the ability to accommodate updates to individual performance plans, and track progress towards goals.	Desired	N	
Training and Certifications				
The system has the ability to record and update employee training data, including (but not limited to):				
HR.249	Licenses;	Important	S	
HR.250	Certificates;	Important	S	
HR.251	Course enrollment/completion; and	Important	S	
HR.252	Other user-defined fields.	Desired	S	
HR.253	The system has the ability to track dates of licensure, certification, training, permits, and other expirations.	Important	S	
HR.254	The system has the ability to provide employee and supervisor notices when expirations are approaching.	Important	S	
HR.255	The system has the ability to track driver's license requirements for various positions.	Important	S	
HR.256	The system has the ability to track training attendance/completion by employee, division, and department.	Important	S	
HR.257	The system has the ability to attach training and certification documents to the employee file.	Important	S	
Employee Self Service				
HR.258	The system has the ability to provide an ESS functionality either through an online portal or through the application.	Mandatory	S	
The system has the ability to provide employees view access to personal information, including (but not limited to):				
HR.259	Name;	Important	S	
HR.260	Address;	Important	S	
HR.261	Emergency contact information;	Important	S	
HR.262	Demographics;	Important	S	
HR.263	Benefit information (selected plans, dependents, beneficiaries);	Important	S	
HR.264	Salary information (base, supplemental, YTD, history);	Important	S	
HR.265	Other deduction information (garnishments, child support, voluntary deductions);	Important	N	**Items HR.265 and HR.266: This functionality could be added; estimate 25 hours of custom development effort.**

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Req #	Description of Requirement	Criticality	Response	Comments
HR.266	Flexible spending information (amount spent, remaining balance);	Desired	N	
HR.267	Leave balances; and	Important	S	
HR.268	Other user-defined fields.	Desired	S	Other information is available. Custom modifications may be necessary for information not included in standard functionality.
	The system has the ability to allow employees to update personal information with appropriate verification process, including (but not limited to) the following:			
HR.269	Address;	Important	S	
HR.270	Phone number/s;	Desired	S	
HR.271	Contact information;	Desired	S	
HR.272	Emergency contact information;	Important	S	
HR.273	Direct deposit;	Important	S	
HR.274	W4;	Desired	S	
HR.275	Voluntary deduction amounts;	Desired	N	This functionality could be added; estimate 80 hours of custom development effort.
HR.276	Open enrollment at appropriate dates; and	Desired	S	
HR.277	Other user-defined fields.	Desired	S	Other information is available. Custom modifications may be necessary for information not included in standard functionality.
HR.278	The system has the ability for employees to attach imaged required documentation to self service transactions.	Desired	N	This functionality could be added; estimate 80 hours of custom development effort.
HR.279	The system has the ability to provide notification of changes (as described above) to an employee and a supervisor (or other user-defined department).	Desired	S	
	The system has the ability to provide employee self service capabilities related to benefits management including but not limited to:			
HR.280	Current benefits elections (with cost and effective dates);	Desired	S	
HR.281	Explanation of benefit options;	Desired	S	

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Req #	Description of Requirement	Criticality	Response	Comments
HR.282	Enrollment for all benefits (including insurance, retirement (multiple plans), and other benefits) for both employees and dependents consistent with eligibility rules defined by the City;	Desired	S	
HR.283	Maintenance of dependent information including spouse and children;	Desired	S	
HR.284	Review benefits plan descriptions;	Desired	S	
HR.285	Benefit package pricing worksheet for employee costs;	Desired	N	**This functionality could be added; estimate 80 hours of custom development effort.**
HR.286	Benefit eligibility checking at time of enrollment;	Desired	N	**This functionality could be added; estimate 50 hours of custom development effort.**
HR.287	Enrollment options (e.g., single vs. family coverage);	Desired	S	
HR.288	Review of premiums paid;	Desired	S	
HR.289	Track current and historical beneficiary information;	Desired	S	**Current and historical information is tracked and currently only available through employee self service.**
HR.290	Review of benefits and their costs associated to the employer paid and employee paid;	Desired	S	
HR.291	Review of benefits for employees and dependents;	Desired	S	
HR.292	Review or enroll in benefits for open enrollment period;	Desired	S	
HR.293	Initiate a life event; and	Desired	S	
HR.294	The system should provide employees the ability to initiate requests and view the status of these requests (e.g., leave requests).	Important	S	
HR.295	The system has the ability to date and time stamp all requests for changes in schedules.	Important	S	
HR.296	The system has the ability to accommodate user-defined approval for Employee Self Service activities (changes, information entry) performed by the employee, including (but not limited to) user verification (via password or other identification verification means).	Important	S	
HR.297	The system has the ability to allow employees to view pay stub information including (but not limited to) the following: gross pay; taxes; other deductions; net pay; pay period; and year-to-date totals.	Important	S	
HR.298	The system has the ability to allow employees to review vacation and sick day balances.	Important	S	

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Req #	Description of Requirement	Criticality	Response	Comments
HR.299	The system has the ability to allow employees to review and request changes for direct deposit amounts.	Important	S	
HR.300	The system has the ability to allow employees to submit time/leave online.	Desired	S	
HR.301	The system has the ability to display W2s for viewing and printing in a secure environment.	Important	S	
HR.302	The system has the ability to display the most recent pay stub for viewing and printing in a secure environment.	Important	S	
HR.303	The system has the ability to display all benefit forms for viewing and printing in a secure environment.	Important	S	**Custom modifications may be necessary if a specific format is desired.**
Reporting and Quering				
HR.304	The system has the ability to perform ad-hoc reporting on any field or feature.	Important	S	
HR.305	The system has the ability to perform ad-hoc reporting on any field or feature for a user defined point in time (i.e. salary as of a user defined date, health election as of a user defined prior date or year).	Desired	S	
HR.306	The system has the ability to query and generate reports on all information that is tracked and maintained.	Important	S	
HR.307	The system has the ability to query and export reports on all information that is tracked and maintained in the system.	Important	S	
HR.308	The system has the ability to provide employee benefits reporting.	Important	S	
HR.309	The system has the ability to generate reports and forms that comply with EEOC, OSHA, FMLA, Department of Labor, Military Status, and FLSA standards and regulations.	Mandatory	S	
HR.310	The system has the ability to generate all benefits reporting necessary and required to meet external mandates (for example State, Federal, etc.).	Important	S	
HR.311	The system has the ability to provide OSHA specific reporting requirements including but not limited to OSHA 300 log reports.	Desired	S	
HR.312	The system has the ability to provide standard data and reports to meet established State and Federal reporting requirements.	Important	S	
HR.313	The system has the ability to generate a list of all employees charged to departments other than their home department.	Important	S	
HR.314	The system has the ability to generate a labor utilization report that shows filled and unfilled positions with user-defined dates and position salary information.	Desired	S	

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Req #	Description of Requirement	Criticality	Response	Comments
HR.315	The system has the ability to provide all employees with annual benefit statements (benefits statements shall provide designated beneficiary information and benefits that are available to beneficiaries).	Important	S	

City of Shoreline
List of Functional and Technical Requirements

Response Indicators: When providing responses to the requirements in Attachment G, proposers shall use the following response indicators:

S: Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from vendors in accordance with agreed upon configuration planning with the City.

F: Feature/Function will be available in a future software release available to the City by July 1, 2017 at which point it will be implemented in accordance with agreed upon configuration planning with the City. If a response indicator of "F" is provided for a requirement that will be met in a future software release, the Proposer shall indicate the planned release version as well as the time the release will be generally available.

C: Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be provided with custom modifications. All related customization costs should be indicated in Attachment K – Cost Worksheets. If a response indicator of "C" is provided for a requirement that will be met through a custom modification, the Proposer shall indicate the cost of such a modification.

T: Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be provided with integration with a third-party system. This system should be specified. If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the Proposer shall identify this third-party system and include a cost Proposal to secure this system.

N: Feature/Function cannot be provided.

Time Entry

Req #	Description of Requirement	Criticality	Response	Comments
	General Requirements			
TE.1	The system has the ability to separate exception based and non-exception based time entry in order to accommodate for the varying types of employees at the City and to better track projects and grants.	Important	S	
TE.2	The system has the ability to charge time into project accounting on a fixed percentage, fixed dollar, and allocation formula to each project or other user-defined options.	Desired	S	
TE.3	The system has the ability to charge time into project accounting on a hours by day basis to each project.	Important	S	
TE.4	The system has the ability to track time towards grants or projects based upon the specific rate at the time it was worked.	Important	S	
TE.5	The system has the ability to provide a drop-down of project codes/names that an employee is eligible to enter time against, avoiding the need to manually enter each project code/name.	Important	N	**This functionality could be added; estimate 50 hours of custom development effort.**
TE.6	The system has the ability to provide favorites for selecting projects and/or grants against which time was worked.	Desired	N	**This functionality could be added; estimate 50 hours of custom development effort.**
TE.7	The system has the ability to support the entry of time by a single employee against a minimum of 10 projects per period.	Important	S	

Time Entry

Req #	Description of Requirement	Criticality	Response	Comments
	The system shall provide the ability to enter time in the following ways:			
TE.8	Web-based, employee-self service;	**Important**	**S**	
TE.9	Manual entry at a workstation;	**Important**	**S**	
TE.10	Batch entry at a workstation;	**Important**	**S**	
TE.11	Time Clock entry (e.g. Parks staff, Public Works staff); and	**Desired**	**N**	**Not currently available.**
TE.12	Other user-defined.	**Desired**	**S**	**Upload of files and/or CSV worksheets is available. Additional user-defined formats beyond those listed may require custom modification.**
TE.13	The system has the ability to enter and view time via a Mobile App.	**Desired**	**N**	**Not currently available.**
TE.14	The system has the ability to support the concurrent use of different types of devices for data collection.	**Desired**	**N**	**Not currently available.**
TE.15	The system has the ability to perform data validation upon the completion of all time entries.	**Important**	**S**	
TE.16	The system has the ability to display a complete list of error messages for an entry (i.e., not only the first error).	**Important**	**S**	
TE.17	The system has the ability to allow corrections to be made to postings suspended due to validation errors.	**Important**	**N**	**Not currently available.**
TE.18	The system has the ability to enforce full edit/validation rules for all updates.	**Important**	**S**	**The system provides business rules per screen based on purpose and use of the screen. Additional custom business rules may be added to screens as desired.**
TE.19	The system has the ability to provide edits to ensure that timesheet entry is completed and required approvals have been received before submitting to payroll processing.	**Important**	**S**	
TE.20	The system has the ability to handle schedule/department/job changes retroactive to reported time being entered.	**Important**	**N**	**This functionality could be added; estimate 50 hours of custom development effort.**
TE.21	The system has the ability to display employee accrual balances on time entry screen to consolidate and simplify time entry.	**Important**	**S**	
TE.22	The system has the ability to provide the option to restrict entries by inactive/terminated employees.	**Important**	**S**	
TE.23	The system has the ability to record employee's approval of a timesheet.	**Important**	**S**	

Time Entry

Req #	Description of Requirement	Criticality	Response	Comments
TE.24	The system has the ability to provide the ability to designate a back up for employees that are unable to enter or approve their time (e.g. due to sick leave).	Important	S	
TE.25	The system has the ability to secure the timesheet data from any updates or changes after a designated sign-off.	Important	S	**Time Card Online allows edits until approved. Once approved, edits are not available to the employee or timekeeper. Payroll has the ability to do changes at all times.**
TE.26	The system has the ability to prevent employees from making duplicate time entries.	Important	S	
TE.27	The system has the ability for an employee to record time for multiple positions, whether for concurrently held positions, or as a result of a mid-period transfer.	Important	S	
TE.28	The system has the ability to restrict time reporting codes entered by employees to those selected for the employee's group.	Important	S	
TE.29	The system has the ability to require approval of time by managers.	Important	S	
TE.30	The system has the ability to process and approve time sheets and time reports in a decentralized and electronic format.	Important	S	
TE.31	The system has the ability to route (through workflow) timecards to multiple managers/supervisors for review, edit, and approval (i.e., in instances where employee has worked for multiple locations and/or supervisors).	Important	S	
TE.32	The system has the ability to allow management review of timecards on the detail and summary levels.	Important	S	
TE.33	The system has the ability to allow employees to submit leave requests.	Important	S	
TE.34	The system has the ability to validate leave requested or leave time entered by staff.	Important	S	**Leave entered may be validated. Leave requested is not validated, but the leave balances are available for review via reports.**
TE.35	The system has the ability to notify employees of rejected leave requests.	Important	S	
TE.36	The system has the ability to require electronic approvals for time approval.	Important	S	

Time Entry

Req #	Description of Requirement	Criticality	Response	Comments
TE.37	The system has the ability to allow overtime approval to occur prior to or after the work has been performed.	Important	S	**Approvals are available during timecard review. Overtime requests prior to the work being performed is not available, but may be added through custom modification.**
TE.38	The system has the ability to hold data entered on-line in a suspense or pending file until approved electronically and released for processing.	Important	S	
TE.39	The system has the ability to allow managers to edit employee timecards (with appropriate authorization).	Important	S	
TE.40	The system has the ability to allow managers to perform mass edits on employee timecards (with appropriate authorization).	Important	S	**Mass edits may be performed by managers via file or csv uploads.**
TE.41	The system has the ability to notify employees of any edits to their reported time.	Important	S	
TE.42	The system has the ability to process mass absences at the City, Department, Division or user-defined level.	Important	S	
	The system has the ability to store time and attendance history data, including (but not limited to):			
TE.43	Employee name;	Important	S	
TE.44	Employee ID number;	Important	S	
TE.45	Dates;	Important	S	
TE.46	Time/leave, including time and type (e.g. overtime, vacation, etc.);	Important	S	
TE.47	Manager approval history.	Important	S	**Time Card Online includes approval information.**
TE.48	The system has the ability to store time and attendance history for time to be specified by the organization.	Desired	S	
TE.49	The system has the ability to coordinate usage of City specific absence types with regulated leave types when appropriate. (i.e. when sick time is taken that is also an FMLA event, eligibility for both is reduced either simultaneously or consecutively, as per City policies.)	Important	S	
TE.50	The system has the ability to associate specific letters, forms and other documents to appropriate leave types.	Desired	S	
	The system has the ability to support multiple time sheet layouts that include:			
TE.51	Salaried view where only exception time (e.g. time off) is entered;	Important	S	
TE.52	Hourly format where hours worked are reported in elapsed hours.	Important	S	

Time Entry

Req #	Description of Requirement	Criticality	Response	Comments
TE.53	The system has the ability to disable the right for certain level users to modify the time sheets once time sheets have been approved.	Important	S	**Time Card Online allows edits until approved. Once approved, edits are not available to the employee or timekeeper.**
TE.54	The system has the ability to notify employees or managers when they have not submitted or approved time sheets. The system must be able to send additional e-mail alerts escalating the issue to higher level individuals or designated backup individuals.	Important	S	
TE.55	The system has the ability to generate an email alert that includes a custom subject line or body of the message, with links to the appropriate screen in the application or URLs to other systems where the user may have to take action.	Desired	S	
TE.56	The system has the ability to support 9x80 schedules.	Important	S	
TE.57	The system has the ability to support 9x80 schedules and prevent employees from being automatically paid overtime every other week.	Important	S	
	Leave Time Accrual and Use			
	The system has the ability to capture and track leave for multiple leave types, including but not limited to:			
TE.58	Vacation (used and unused);	Important	S	
TE.59	Sick leave;	Important	S	
TE.60	Workers' Compensation;	Desired	S	
TE.61	Holiday;	Important	S	
TE.62	Holiday banking;	Important	S	
TE.63	Personal days;	Important	S	
TE.64	Religious observation;	Important	S	
TE.65	Compensatory (non-exempt employees only);	Important	S	
TE.66	FMLA (Injury, Sick, Comp, etc.) Leave;	Important	S	
TE.67	Leave of absence without pay;	Important	S	
TE.68	Military pay;	Important	S	
TE.69	Funeral/bereavement leave;	Important	S	
TE.70	Professional leave;	Important	S	
TE.71	Administrative leave;	Important	S	
TE.72	Civic duty leave (jury duty, witness duty);	Important	S	
TE.73	Short term disability;	Desired	S	

Time Entry

Req #	Description of Requirement	Criticality	Response	Comments
TE.74	Long term disability; and	**Desired**	**S**	
TE.75	Other user-defined.	**Desired**	**S**	
TE.76	The system has the ability to identify sub-types from the running list of leave types above (e.g., military leave with a sub-type of emergency vs. drill).	**Desired**	**S**	**Separate leave types may be created for Military-Emergency vs. Military-Drill.**
TE.77	The system has the ability to capture and maintain breaks in service.	**Desired**	**S**	
TE.78	The system has the ability to account for all leave time at varying accrual rates.	**Important**	**S**	
TE.79	The system has the ability to track and maintain shared leave detail including (but not limited to) donating employee, receiving employee, leave balances.	**Important**	**S**	
TE.80	The system has the ability to compare absence time with scheduled work time to detect absence conditions.	**Desired**	**S**	
TE.81	The system has the ability to automatically track FMLA and Military leave based on Federal and State requirements.	**Important**	**S**	
TE.82	The system has the ability to accommodate partial leave accrual on a temporary and/or permanent basis (e.g., during intermittent FMLA leave).	**Important**	**S**	
TE.83	The system has the ability to track FMLA used and FMLA available (based on hire date, length of service, and hours of FMLA previously taken).	**Important**	**S**	
TE.84	The system has the ability to flag various attendance conditions, including in early, in late, out early, out late, and unexcused absences.	**Desired**	**S**	
TE.85	The system has the ability to track FMLA for intermittent as well as non-intermittent FMLA cases.	**Important**	**S**	

Time Entry

Req #	Description of Requirement	Criticality	Response	Comments
TE.86	The system has the ability to track FMLA against any of the four (4) year definitions permitted.	Desired	S	As defined by the U.S. Department of Labor, method #1 and #3 are supported. (1) The calendar year – 12-month period that runs from January 1 through December 31 (3) The 12-month period measured forward, 12-month period measured forward from the first date an employee takes FMLA leave. The next 12-month period would begin the first time FMLA leave is taken after completion of the prior 12-month period. Methods #2 and #4 may be supported through custom modifications.
TE.87	The system has the ability to track all FMLA and/or state leave absences that are open at once.	Important	S	
TE.88	The system has the ability to support the reclassification of prior period time off to FMLA, with a full audit trail and automatic update of all balances and applicable pay calculations.	Important	S	
TE.89	The system has the ability to accommodate cumulative (rollover) and non-cumulative (use-it-or-lose-it) leave accruals.	Important	S	
TE.90	The system has the ability to set a maximum for cumulative (rollover) leave accruals.	Important	S	
TE.91	The system has the ability to maintain leave accrual schedules, containing leave type and accrual rates.	Important	S	
TE.92	The system has the ability to temporarily suspend leave accrual (e.g., during unpaid leave).	Important	S	
TE.93	The system has the ability to require accrual balances to automatically transfer between "current year" and "prior year" banks at designated transfer points, with the option for a maximum balance.	Desired	S	
TE.94	The system has the ability to require that accruals are able to be accrued on any frequency, including, but not limited to, daily, each holiday, weekly, bi-weekly, semi-monthly, monthly, quarterly, semi-annually, and annually.	Important	S	Accruals may be calculated on varying criteria. However, accruals are processed on regular or supplemental pay periods (monthly, semi-monthly, bi-weekly, weekly, etc. as necessary).

Time Entry

Req #	Description of Requirement	Criticality	Response	Comments
TE.95	The system has the ability to require that accrual balances for the future must be automatically computed for any future dates in real-time, enabling projected balances for a future date to be viewed.	Important	S	
TE.96	The system has the ability to calculate liability for unused earned leave at regular intervals and on demand.	Important	S	
TE.97	The system has the ability to track and calculate the value of lost earned time at regular intervals and on demand.	Desired	S	
TE.98	The system has the ability to alert managers on leave usage exceptions.	Desired	S	
TE.99	The system has the ability to allow a system generated flag to be configured for the expiration of a certain leave type.	Important	S	
TE.100	The system has the ability to accrue sick leave time every pay period for all qualified employees (on a work status).	Important	S	
TE.101	The system has the ability to provide separate user-defined accrual processes by leave type (such as vacation, comp, sick, and personal time).	Important	S	
TE.102	The system has the ability to define and enforce user-defined rules for holiday accrual for employee groups and types as defined by user.	Important	S	
TE.103	The system has the ability to set and maintain leave and vacation accrual schedules by job class (or other user-defined classification).	Important	S	
TE.104	The system has the ability to accrue sick and vacation time at the end of a user specified period (e.g., day, week, pay period, or month).	Important	S	**Accruals are processed during pay period processing. Regular or supplemental pay periods may be defined for any frequency.**
TE.105	The system has the ability to accommodate partial leave accrual for part-time employees based on actual time worked.	Important	S	
TE.106	The system has the ability to deduct military, vacation, and/or personal leave time if not used by year end, with option to override with appropriate security.	Important	S	
TE.107	The system has the ability to define and enforce user-defined rules for sick time and annual leave usage in accordance with City policy.	Important	S	
TE.108	The system has the ability to administer all leave in accordance with City policy.	Important	S	

Leave Requests

Req #	Description of Requirement	Criticality	Response	Comments
TE.109	The system provides an interface for leave request submittal by employees.	Important	S	

Time Entry

Req #	Description of Requirement	Criticality	Response	Comments
TE.110	The system provides a set of qualifying questions for Leave Requests that collects information necessary to determine if the leave can be approved under any qualified leave program.	Desired	N	**This functionality could be added; estimate 50-100 hours of custom development effort.**
The system has the ability to perform workflow functions for electronic approval to approve leave requests including but not limited to:				
TE.111	Request submittal;	Important	S	
TE.112	Manager(s) review/decisioning;	Important	S	
TE.113	Request status monitoring;	Important	S	
TE.114	Notification of request approval/decline; and	Important	S	
TE.115	Other user-defined.	Desired	S	
TE.116	The system has the ability to set limits and qualifying conditions on use of leave time.	Important	S	
TE.117	The system has the ability to project an employee's leave balance, considering any future entitlements and existing requests.	Important	S	
TE.118	The system has the ability to show the employee and supervisor whether the time off requested will actually be available at the future date, when considering all other approved time off and any other accrued time off in the meantime that is scheduled to occur.	Desired	S	
TE.119	The system has the ability to notify user of attempt to submit leave request where accrued time is less than requested time.	Important	S	
TE.120	The system has the ability to allow City-identified supervisor(s) override for leave requests where accrued time is less than requested time based on system security.	Important	S	
TE.121	The system has the ability to restrict or allow sick and vacation leave to be used only after it is earned.	Desired	S	
TE.122	The system has the ability to send an alert/notification to employee and supervisor when accrual maximum/minimum for leave time/s is approaching.	Desired	S	
TE.123	The system has the ability to allow real-time access to accumulated sick and vacation time, based on access level of the user.	Important	S	
Employee Self-Service				
TE.124	The system has the ability to include an employee self-service portal.	Important	S	
TE.125	The system has the ability to update the self-service portal with any changes made in the system in real time.	Important	S	

Time Entry

Req #	Description of Requirement	Criticality	Response	Comments
TE.126	The system has the ability to allow employees the ability to initiate requests and view the status of these requests (e.g., leave requests).	Important	S	
TE.127	The system has the ability to allow employees to submit overtime requests for approval.	Important	S	
TE.128	The system has the ability to provide notification of a pending overtime request.	Desired	S	
TE.129	The system has the ability to provide the ability to access and view employee calendars and/or schedules to make changes via web access.	Desired	N	**Items TE.129 through TE.133: This functionality could be added; estimate 150 hours of custom development effort.**
TE.130	The system has the ability to provide the ability to access and view employee calendars and/or schedules remotely.	Desired	N	
TE.131	The system has the ability to date and time stamp all requests for changes in schedules.	Desired	N	
TE.132	The system has the ability to allow individual employees independent access to their schedules through a computer or mobile device.	Desired	N	
TE.133	The system has the ability to recalculate all totals immediately after a value is changed in real time, on the screen.	Important	N	
TE.134	The system has the ability for employees to view leave (sick, holiday, vacation) and comp time balances through a secure, self-service portal.	Important	S	
TE.135	The system has 24/7 availability of employee self-service functionality.	Desired	S	
TE.136	The system has the ability to provide the ability to update leave balances based on leave entered in the time entry system in real time on the same screen.	Desired	N	**This functionality could be added; estimate 75 hours of custom development effort.**
Approvals and Workflow				
TE.137	The system has the ability to provide workflow functionality that accommodates the City's business processes related to time entry and approval.	Important	S	
TE.138	The system has the ability to provide workflow functionality that alerts a user or user group based on pending workflow tasks.	Desired	S	
TE.139	The system has the ability to notify employees and/or a supervisor of rejected timecard (via workflow).	Important	S	
TE.140	The system has the ability to provide the ability to follow escalation paths based on defined period of inactivity (e.g., if no response to an approval, routes to a different user so as not to slow down the process).	Important	S	

Time Entry

Req #	Description of Requirement	Criticality	Response	Comments
TE.141	The system has the ability to notify an employee of any approvals or denials of requests.	Important	S	
TE.142	The system has the ability to date, time and user stamp all approvals or denials of requests.	Desired	S	
TE.143	The system has the ability to maintain a log of all denied requests.	Desired	S	
TE.144	The system has the ability to create custom alerts and notification.	Desired	S	
TE.145	The system has the ability to make all appropriate updates to schedules, time cards and payroll based on decisions made by workflow.	Desired	S	
TE.146	The system has the ability to designate a back-up for timecard and leave requests approval (e.g., when a typical approving manager is not available).	Important	S	
TE.147	The system has the ability to deliver messages to any staff or group members via telephone, email, text messaging or web.	Desired	S	The solution is capable of email and web messages. Telephone and text messaging are not available.

Query and Reporting				
TE.148	The system has the ability to provide a reporting tool natively in the system.	Important	S	SunGarde Analytics is a fully-integrated reporting tool that respects all security and uses a plain English metadata layer for native reporting.
TE.149	The system has the ability to generate "canned" reports that users may run with limited options of input values.	Important	S	
TE.150	The system has the ability to provide role-based security on running and viewing reports.	Important	S	
TE.151	The system has the ability to generate a report of all system activity (i.e., a complete audit trail).	Important	S	Our system has configurable auditing that allows the City to select the data objects and events that trigger an audit.

The system has the ability to generate a report on time worked by the following:

Req #	Description of Requirement	Criticality	Response	Comments
TE.152	Location;	Desired	S	
TE.153	Department;	Important	S	
TE.154	Division;	Important	S	
TE.155	Project;	Important	S	
TE.156	Grant;	Important	S	

Time Entry

Req #	Description of Requirement	Criticality	Response	Comments
TE.157	Job class;	Important	S	
TE.158	Position;	Important	S	
TE.159	Event; and	Important	S	
TE.160	Other user-defined.	Desired	S	
TE.161	The system has the ability for reports to be run simultaneously by several users.	Important	S	
TE.162	The system has the ability to provide a report that details prior period adjustments and corrections.	Important	S	
TE.163	The system has the ability to provide an error and warning report, which list discrepancies with time punches for all employees for the pay period as defined by the Payroll Administrator.	Important	S	
TE.164	The system has the ability to retain generated reports so they can be reprinted.	Desired	S	
TE.165	The system has the ability to store report parameters such as frequency, distribution, and content.	Important	S	
TE.166	The system has the ability for a user to schedule a report by different frequencies (e.g., by the time of day, daily, same day weekly).	Important	S	

Response Indicators: When providing responses to the requirements in Attachment G, proposers shall use the following response indicators:

S: Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from vendors in accordance with agreed upon configuration planning with the City.

F: Feature/Function will be available in a future software release available to the City by July 1, 2017 at which point it will be implemented in accordance with agreed upon configuration planning with the City. If a response indicator of "F" is provided for a requirement that will be met in a future software release, the Proposer shall indicate the planned release version as well as the time the release will be generally available.

C: Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be provided with custom modifications. All related customization costs should be indicated in Attachment K – Cost Worksheets. If a response indicator of "C" is provided for a requirement that will be met through a custom modification, the Proposer shall indicate the cost of such a modification.

T: Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be provided with integration with a third-party system. This system should be specified. If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the Proposer shall identify this third-party system and include a cost Proposal to secure this system.

N: Feature/Function cannot be provided.

Req #	Description of Requirement	Criticality	Response	Comments
	Payroll			
	General Requirements			
PR.1	The system has the ability to generate one and only one payroll record per employee.	Mandatory	S	
PR.2	The system has the ability to accommodate user-defined tables of acceptable ranges for time entry according to work groups.	Important	S	
PR.3	The system has the ability to accommodate an infinite number of employees, departments, jobs, shifts, pay rules, and other user-defined variables.	Important	S	
PR.4	The system has the ability to update pay rules and set effective date as desired (including retroactive, immediate/real-time, next payroll, any other future date).	Mandatory	S	
PR.5	The system has the ability to accommodate multiple pay periods, including (but not limited to): weekly; bi-weekly; semi-monthly; and monthly.	Mandatory	S	
PR.6	The system has the ability to accommodate user-defined overtime rules, including start/stop times, scheduled hours, type of duty performed.	Mandatory	S	
PR.7	The system has the ability to accommodate user-defined rules for shift differentials.	Mandatory	S	
PR.8	The system has the ability to accommodate user-defined rules for premium pay (overtime and "time and a half") calculations, using variables such as scheduled hours, scheduled vs. actual hours.	Mandatory	S	

Payroll

Req #	Description of Requirement	Criticality	Response	Comments
PR.9	The system has the ability to accommodate user-defined rules for comp time for non-exempt employees.	Important	S	
PR.10	The system has the ability to accommodate user-defined rules for comp time for exempt employees.	Desired	S	
PR.11	The system has the ability to calculate the remaining annualized payroll costs by month including accruals.	Important	S	
PR.12	The system has the ability to calculate pay out to the 5th decimal place.	Important	S	
PR.13	The system has the ability to track employee assignments to grants/projects/programs, including the percentage of time spent on those activities.	Important	S	
PR.14	The system has the ability to mask at the field level in the payroll module based on security permissions.	Important	N	**Field level security is available but it is limited to certain fields.**
PR.15	The system has the ability to integrate the payroll and HR functionality with the proposed budget module.	Important	S	
PR.16	The system has the ability to process payroll (e.g. deductions) in compliance with Washington State Retirement rules and regulations.	Mandatory	S	

Position Control

Req #	Description of Requirement	Criticality	Response	Comments
PR.17	The system has the ability to have a position control file to ensure that new employees are linked to authorized pay and position and to ensure that employment does not exceed authorized levels and adopted budget funding.	Desired	S	
PR.18	The system has the ability to provide full position-based functionality.	Important	S	
PR.19	The system has the ability to establish and track information for each position including historical data.	Important	S	
PR.20	The system has the ability to maintain a minimum of 1,000 positions.	Desired	S	
PR.21	The system has the ability to make mass changes on employee data based on reorganizations (reassign departments or divisions.).	Important	S	
PR.22	The system has the ability to designate a specific salary structure (based on pay schedule tables) for each position class including grade, step, and min/max range.	Important	S	
PR.23	The system has the ability to enter position start and end dates for each unique position ID, retain historical data and reason for position begin/end.	Important	S	
PR.24	The system has the ability to add new job codes, define and change job code titles with effective dating.	Important	S	

Payroll

Req #	Description of Requirement	Criticality	Response	Comments
	The system has the ability to define and track job codes that include, but are not limited to the following attributes by effective date:			
PR.25	Status (Active/Inactive, etc.);	Important	S	
PR.26	Job Title;	Important	S	
PR.27	Standard Hours;	Important	S	
PR.28	Manager Level (User Defined List);	Important	S	
PR.29	Workers' Compensation Code;	Important	S	
PR.30	Compensation Frequency (Hourly, Annual, Monthly, etc.);	Important	S	
PR.31	Regular/Temporary/Part-Time Non-Benefits/Part-Time Benefits;	Important	S	
PR.32	EEO Reporting Categories (EEO-4 Job Categories, EEP Job Group);	Important	S	
PR.33	FLSA Status (Non-exempt, Management (Non-exempt), Professional (Non-exempt), etc.);	Important	S	
PR.34	Default Salary Plan, Grade and Step;	Important	S	
PR.35	Exempt Code (Classified Nonexempt, Classified Exempt, Unclassified Nonexempt, Classified Exempt, etc.);	Important	S	
PR.36	Certification, Licensure, Training Requirements;	Important	S	
PR.37	Other user-defined.	Desired	S	
PR.38	The system has the ability to associate funding with a position and not the employee holding the position.	Important	S	
PR.39	The system has the ability to designate positions as classified or unclassified.	Desired	S	
PR.40	The system has the ability to reclassify positions by exemption code.	Desired	S	
PR.41	The system has the ability to reclassify positions by title and grade.	Desired	S	
PR.42	The system has the ability to maintain a chronological history of authorized positions and incumbents by position.	Desired	S	
PR.43	The system has the ability to provide for history (including audit trail) of all changes to positions.	Important	S	Full logging must be enabled.
PR.44	The system has the ability to track position history for each employee.	Important	S	
	The system has the ability to track the following position information:			
PR.45	Pay grade and step;	Important	S	
PR.46	Pay schedule;	Important	S	
PR.47	Position Number;	Important	S	
PR.48	Position Type (classified, unclassified, reduced hours);	Important	S	
PR.49	Job Classification Code;	Important	S	

	Payroll			
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
PR.50	Budgeted FTE;	Important	S	
PR.51	Job Classification Title;	Important	S	
PR.52	Date Filled;	Important	S	
PR.53	Date Vacated;	Important	S	
PR.54	Comments;	Important	S	
PR.55	Subject to shift work;	Desired	S	**Items PR.55, PR.57, PR.59-PR.60, PR.63, PR.66-PR.67, PR.76-PR.77: Miscellaneous fields may be used, but if a specific field dedicated to this information is desired, a custom modification may be necessary.**
PR.56	Date established or approved;	Important	S	
PR.57	Budgeted Cost;	Important	S	
PR.58	Budgeted Salary Cost;	Important	S	
PR.59	Budgeted Benefit Cost;	Important	S	
PR.60	Budgeted Additional Pay;	Important	S	
PR.61	Budgeted Hours;	Important	S	
PR.62	Work Schedule;	Important	S	
PR.63	Actual Cost;	Desired	S	
PR.64	Actual Hours;	Desired	S	
PR.65	Actual Salary Cost;	Desired	S	
PR.66	Actual Benefit Cost;	Desired	S	
PR.67	Actual Additional Pay;	Desired	S	
PR.68	FLSA Status;	Important	S	
PR.69	EEO Function:	Important	S	
PR.70	EEO Category:	Important	S	
PR.71	Work Location (e.g., building, mail stop, cube and other locations);	Important	S	
PR.72	Supervisor(s);	Desired	S	
PR.73	Funding Source Codes (minimum 6);	Important	S	
PR.74	End Date;	Important	S	
PR.75	Status (e.g., active, inactive, pending);	Important	S	
PR.76	Sworn/non-sworn; and	Desired	S	
PR.77	Other User Defined (e.g. company property or unique company privileges.	Desired	S	

Payroll

Req #	Description of Requirement	Criticality	Response	Comments
PR.78	The system has the ability to track positions as contingent positions based on grant funding.	Desired	S	
PR.79	The system has the ability to track grant start and end dates and tie the information into the position funded status.	Desired	S	
The system has the ability to identify position status:				
PR.80	Budgeted;	Important	S	
PR.81	Allocated;	Important	S	
PR.81	Overhire;	Desired	S	
PR.82	Vacant;	Important	S	
PR.83	Held;	Important	S	
PR.84	Frozen; and	Desired	S	
PR.85	Other user-defined.	Desired	S	
The system has the ability to perform the following position transactions:				
PR.86	Add or delete positions;	Important	S	
PR.87	Reclassify positions;	Important	S	
PR.88	Change job title;	Important	S	
PR.89	Transfer positions;	Important	S	
PR.90	Freeze or unfreeze positions;	Desired	S	
PR.91	Activate or inactivate positions;	Important	S	
PR.92	Split position funding and/or labor allocation;	Important	S	
PR.93	Change the number of authorized full-time equivalents per position; and	Important	S	
PR.94	Record associated effective dates of position transactions.	Important	S	**Full logging must be enabled.**
PR.95	The system has the ability to approve actions related to a position through rule based security and workflow.	Important	S	
PR.96	The system has the ability to track positions by FTE and by dollar level (i.e. budget by FTE or budget by a maximum dollar level).	Important	S	
PR.97	The system has the ability to track less than full FTE position control.	Important	S	
PR.98	The system has the ability to track temporary and seasonal positions (positions without benefits).	Important	S	
PR.99	The system has the ability to assign multiple employees to a single position with warnings message.	Important	S	**The ability to assign multiple employees to a single position is available, but a warning message is not provided.**

Payroll			
Req #	Description of Requirement	Criticality	Response	Comments
PR.100	The system has the ability to assign employee to multiple positions including one primary and one or more secondary jobs.	Important	S	
PR.101	The system has the ability to allow employees to be assigned to and paid from multiple positions in different funds, organizational units, classes, statuses, etc.	Important	S	
PR.102	The system has the ability to drill-down from a filled position to the employee detail.	Desired	S	
PR.103	The system has the ability to identify background check requirements at the position level.	Important	S	
PR.104	The system has the ability to identify drug test and other test requirements at the position level.	Important	S	
Position Budgeting				
PR.105	The system has the ability to provide tools to budget for workforce by position.	Important	S	
The system has the ability to provide tools to budget for workforce by position related, but not limited, to the following:				
PR.106	Budgeted beginning/end dates;	Important	S	
PR.107	Budgeted/un-budgeted status;	Desired	S	
PR.108	Date created;	Desired	S	
PR.109	Employee group (user-defined);	Important	S	
PR.110	Expiration date;	Desired	S	
PR.111	Fund source;	Important	S	
PR.112	Funding status;	Desired	S	
PR.113	Job classification;	Important	S	
PR.114	Location;	Desired	S	
PR.115	Number of employees in same position;	Important	S	
PR.116	Number of hours per position;	Important	S	
PR.117	Organizational codes; and	Important	S	
PR.118	Pay grade assignment;	Important	S	
PR.119	Other user-defined criteria.	Desired	S	
PR.120	The system has the ability to project position budgets for a minimum of five years or other user defined parameters.	Desired	S	
PR.121	The system has the ability to forecast payroll costs over various "what if" scenarios by applying individual percentage increases to multiple earnings and benefits categories as defined by the user.	Desired	S	

Payroll			
Req #	Description of Requirement	Criticality	Response	Comments
PR.122	The system has the ability to forecast payroll costs over various "what if" scenarios by applying individual dollar increases to multiple earnings and benefits categories as defined by the user.	Desired	S	
	The system has the ability to show the total number of FTE's approved by the City within user-defined periods across:			
PR.123	Department;	Important	S	
PR.124	Division;	Important	S	
PR.125	Program;	Important	S	
PR.126	Project;	Desired	S	
PR.127	Grant;	Desired	S	
PR.128	Fund;	Important	S	
PR.129	Location;	Desired	S	
PR.130	Any combination of above; and	Desired	S	
PR.131	Other user-defined.	Desired	S	
PR.132	The system has the ability to include future pay and benefit increases/decreases (i.e., position step increases, contract provisions etc.) in budget projections based on effective dates.	Important	S	
PR.133	The system has the ability to budget premium earnings and other pays (i.e., overtime, shift differential, longevity, hazardous duty, etc.) for each position control number.	Desired	S	
PR.134	They system has the ability to budget for vacant positions, including premium earnings, benefits, and other pay.	Important	S	
PR.135	The system has the ability to maintain history on job vacancy (position) information for at least five years.	Desired	S	
PR.136	The system has the ability to track actual vs. budget cost differences by position and/or job classification by user defined periods (e.g. fiscal year and calendar year).	Desired	S	
Check Processing				
	The system has the ability to print the following information on pay stubs:			
PR.137	Benefit premium amounts;	Important	S	
PR.138	Leave tracking;	Important	S	
PR.139	YTD payroll;	Important	S	
PR.140	YTD benefits;	Important	S	
PR.141	YTD leave; and	Important	S	
PR.142	Other user-defined fields.	Desired	S	

Payroll

Req #	Description of Requirement	Criticality	Response	Comments
The system has the ability to print multiple messages on pay stubs, specific to any combination of the following:				
PR.143	City-wide;	Important	S	
PR.144	Department;	Desired	S	
PR.145	Division;	Desired	S	
PR.146	Job classification;	Desired	S	
PR.147	Benefits status;	Desired	S	
PR.148	Health plan;	Desired	S	**As long as deduction is assigned the health plan name.**
PR.149	Any deduction category;	Desired	S	
PR.150	Other user-defined categories.	Desired	S	
PR.151	The system has the ability to produce payroll direct deposit pay stubs.	Mandatory	S	
PR.152	The system has the ability to configure a user-defined payroll check stub format.	Mandatory	S	**Check stub formats are defined by the customer and modified though custom modifications. The initial implementation includes development hours for the initial check and EFT stub formats.**
PR.153	The system has the ability to allow employees to view their pay stubs or direct deposit remittance slips on-line, through employee self-service, including current and past pay periods.	Mandatory	S	
PR.154	The system has the ability to issue one paycheck/pay stub for employees holding multiple jobs with the City.	Mandatory	S	
PR.155	The system has the ability to automatically produce direct deposit files for banks.	Mandatory	S	
PR.156	The system has the ability to transmit direct deposit funds to more than one account within the same banking institution (e.g., savings, checking and loan accounts).	Mandatory	S	
PR.157	The system has the ability to accommodate direct deposit to multiple banking institutions at minimum of three.	Important	S	
PR.158	The system has the ability to accommodate direct deposit of paychecks through electronic fund transfer (EFT).	Mandatory	S	
PR.159	The system has the ability to reimburse employees for travel and other expenses.	Desired	S	
PR.160	The system has the ability to prevent negative or zero dollar amount checks from being created.	Important	S	

Payroll

Req #	Description of Requirement	Criticality	Response	Comments
PR.161	The system has the ability to accommodate review and approval of payroll prior to production run (e.g., first by department heads, second by the HR and Payroll departments).	Mandatory	S	
PR.162	The system has the ability to generate a hardcopy payroll pre-list prior to final payroll production run.	Mandatory	S	
PR.163	The system has the ability to do "what-if" scenarios of payroll runs, prior to running the actual payroll.	Desired	S	**In Payoll, "what-if" could be handled with base functionallity by changing the information and running a trial payroll. Alternatively, a custom screen could be developed Approximately 150-200 hours would be required for a custom screen.**
PR.164	The system has the ability to produce non-standard payrolls, with an automatic update of all employee and employer accumulators.	Important	S	
PR.165	The system has the ability to issue manual checks outside of the regular payroll schedule.	Mandatory	S	
	The system has the ability to provide a payroll proof list of all payroll calculations, gross-to-net, before checks are produced, including (but not limited to):			
PR.166	Hours by type;	Mandatory	S	
PR.167	Earnings by type;	Mandatory	S	
PR.168	Employee tax liabilities;	Mandatory	S	
PR.169	Employee deduction amount;	Mandatory	S	
PR.170	Employer contribution amount;	Mandatory	S	
PR.171	Deductions not taken and set-up in arrears;	Important	S	
PR.172	Employer portion of all taxes;	Mandatory	S	
PR.173	Totals by employee;	Mandatory	S	
PR.174	Totals by grant, project, cost center, division, department, location, total City; and	Important	S	
PR.175	User-specified ranges.	Desired	S	
PR.176	The system has the ability to run an audit report to reflect that payroll has captured benefit deductions.	Important	S	
PR.177	The system has the ability to run an audit report to reflect discrepancies between benefits and payroll information.	Important	S	

Payroll

Req #	Description of Requirement	Criticality	Response	Comments
PR.178	The system has the ability to provide for adjustments to final paycheck.	Mandatory	S	
PR.179	The system has the ability to issue payment corrections.	Mandatory	S	
PR.180	The system has the ability to perform overpayment adjustments.	Mandatory	S	
PR.181	The system has the ability to calculate retroactive amounts due on all forms of pay for individual employees for up to 36 months.	Important	S	
PR.182	The system has the ability to apply different separation pay-out rules depending on factors including (but not limited to): leave balance as of a certain date; other user-defined factors.	Important	S	
PR.183	The system has the ability to pay out or buy back vacation/sick leave if user-defined number of days have accumulated at specified time of the	Important	S	
PR.184	The system has the ability to accommodate pay rate steps for pay grades (at least at the hourly, bi-monthly, and annual levels).	Important	S	
PR.185	The system has the ability to automatically allocate employee benefit costs across multiple funds based on user-defined criteria.	Important	S	
PR.186	The system has the ability to charge overtime to several different overtime accounts.	Important	S	
	The system has the ability to provide reconciliation functionality, including (but not limited to):			
PR.187	Changes to employee pay, deductions and taxes;	Important	S	
PR.188	Changes to employer deductions and taxes;	Important	S	
PR.189	Gross pay changes;	Important	S	
PR.190	Number of paychecks/direct deposits per pay cycle;	Important	S	
PR.191	Supplemental pays;	Important	S	
PR.192	Federal and State government reporting for each employee; and	Important	S	
PR.193	Other user-defined reconciliation.	Desired	S	
PR.194	The system has the ability to print/re-print W-2s.	Important	S	
PR.195	The system has the ability to process the first of the year payroll with the year end W-2 simultaneously in production.	Important	S	
PR.196	The system has the ability to accommodate unlimited number of user-defined pay rates.	Important	S	
PR.197	The system has the ability to automatically pass cost detail to the proposed General Budget system.	Important	S	
PR.198	The system has the ability to natively integrate with the proposed General Ledger module and does not require a separate chart of accounts.	Important	S	
	Affordable Care Act Tracking			

	Payroll			
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
PR.199	The system has the ability to utilize active employee counts during the previous calendar year to determine Applicable Larger Employer (ALE) status for ACA requirements (i.e., currently at least 50 employees on average for a 12-month period).	Important	S	
PR.200	The system has the ability to include both full-time and full-time-equivalent in determining ALE status.	Important	S	
PR.201	The system has the ability to round down to the nearest whole number if average number of employee counts is not a whole number.	Important	S	
The system has the ability to record a ACA status at date of hire including:				
PR.202	Full-time;	Important	S	
PR.203	Seasonal;	Important	S	
PR.204	Variable; and	Important	S	
PR.205	Part-time.	Important	S	
The system has the ability to determine full-time employee population subject to ACA requirements by the following determinations:				
PR.206	Average of 30 hours per week worked in a 12 month time period;	Important	S	
PR.207	Average of 130 hours per month worked in a 12 month time period.	Important	S	
PR.208	The system has the ability to provide calculation tools to classify employees as seasonal based upon a pattern of work and less than a six months of work at a full-time level, for the purposes of eligibility determinations.	Important	S	
PR.209	The system has the ability to support the "monthly measurement" method of determining ACA requirements.	Important	S	
PR.210	The system has the ability to support the "look back measurement" method of determining ACA requirements.	Important	S	
PR.211	The system has the ability to track breaks in service for employees subject to ACA for the purposes of eligibility determinations.	Important	S	
The system has the ability to support the following periods for ACA eligibility determination:				
PR.212	Measurement (initial and standard);	Important	S	
PR.213	Administrative (initial and standard); and	Important	S	
PR.214	Stability (initial and standard).	Important	S	
PR.215	The system has the ability to support a limit for the amount of time of each period (i.e., an eligibility measurement period of up to 12 months).	Important	S	

Req #	Payroll			
	Description of Requirement	**Criticality**	**Response**	**Comments**
PR.216	The system has the ability to limit the amount of time of each period based upon a previous period (i.e., stability cannot exceed measurement).	Important	S	
PR.217	The system has the ability to exclude employees in certain periods from ACA requirements and reporting.	Important	S	
PR.218	The system has the ability to provide notification of expiring periods at user-defined intervals.	Important	S	
PR.219	The system has the ability to track whether employees have been offered qualifying coverage.	Important	S	
PR.220	The system has the ability to track employee election or decline of qualifying coverage.	Important	S	
PR.221	The system has the ability to link supporting documentation to track employee election or decline of qualifying coverage.	Important	S	
PR.222	The system has the ability to calculate the percentage of eligible employees that were offered qualifying coverage.	Important	S	
PR.223	The system has the ability to track by month during the year if employee was offered coverage and if employee elected coverage.	Important	S	
	The system has the ability to provide tools to determine qualifying coverage based on the prescribed affordability "safe harbors" including:			
PR.224	Cost of single employee coverage as compared to federal poverty line at current calculation (i.e., currently $94/month);	Important	S	
PR.225	W2 wages (box 1) multiplied by current calculation (i.e. currently 9.66%); and	Important	S	
PR.226	Rate of pay multiplied by current calculation (i.e., currently 9.66%).	Important	S	
PR.227	The system has the ability to determine and track any employee and dependents covered under self-insurance from the employer.	Important	S	
PR.228	The system has the ability to determine the months any employee and dependents were covered under self-insurance from the employer.	Important	S	
PR.229	The system has the ability to create Form 1094 for transmittal to IRS.	Important	S	**Item PR.229 and PR.230: System supports Form 1094-C.**
PR.230	The system has the ability to electronically transmit Form 1094.	Important	S	
PR.231	The system has the ability to create Form 1095-C for distribution to employees.	Important	S	
PR.232	The system has the ability to automatically fill Form 1095-C accurately.	Important	S	
PR.233	The system has the ability to create Form 1095-C for transmittal to IRS.	Important	S	

	Payroll			
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
PR.234	The system has the ability to provide a variety of ad hoc query and reporting capabilities when determining eligibility status.	Important	S	
PR.235	The system has the ability to provide a variety of ad hoc query and reporting capabilities when determining individuals with qualifying	Important	S	
PR.236	The system has the ability to provide a variety of ad hoc query and reporting capabilities when researching disputes.	Important	S	
	Tax Filing, Querying & Reporting			
PR.237	The system has the ability to comply with Federal payroll tax reporting requirements.	Mandatory	S	
PR.238	The system has the ability to produce W-2 forms in electronic and paper form.	Mandatory	S	
PR.239	The system has the ability to print W-2s via Web Portal by a user with proper security access.	Mandatory	S	
PR.240	The system has the ability to provide history of tax status and W-4 information.	Important	S	
PR.241	The system has the ability to track reportable earnings and deductions for W-2s.	Important	S	
PR.242	The system has the ability to manually adjust taxable earnings for W-2 processing based on system permissions.	Important	S	
PR.243	The system has the ability to provide the W-2 file print sorted by department.	Important	S	
PR.244	The system has the ability to provide the W-2 file print sorted alphabetically by employee last name.	Important	S	
PR.245	The system has the ability to generate Audit Reports of W-2 Data.	Important	S	
PR.246	The system has the ability to generate Audit Report of W-2 Transmission File.	Important	S	**We encourage clients to use the AccuWage software from SSA, which does basic validation of the file. Ad hoc reporting in the W-2 process is available, which generates a W-2 audit report configured by the user.**
PR.247	The system has the ability to generate W-2c File for Transmission to IRS.	Important	S	
PR.248	The system has the ability to print W-2 on blank paper.	Important	S	
PR.249	The system has the ability to provide reprint of W-2 by individual employee.	Important	S	

Payroll

Req #	Description of Requirement	Criticality	Response	Comments
PR.250	The system has the ability to produce amended W-2 for multiple years.	Desired	S	**W-2 forms may be produced with amended information, but W-2c forms would require custom modifications.**
PR.251	The system has the ability to store W-2 information for a minimum of (5) five years.	Desired	S	
PR.252	The system has the ability to generate Federal Tax Summary Report by Pay Period.	Important	S	
PR.253	The system has the ability to track taxable earnings annually.	Important	S	
PR.254	The system has the ability to track taxable earnings quarterly.	Important	S	
PR.255	The system has the ability to generate Quarterly Federal Tax Summary Reports.	Important	S	
PR.256	The system has the ability to generate an Annual Worker's Compensation Reports.	Mandatory	S	
PR.257	The system has the ability to generate Quarterly Worker's Compensation Reports.	Mandatory	S	
PR.258	The system has the ability to generate Quarterly Unemployment Reports.	Mandatory	S	
PR.259	The system has the ability to produce a report showing Medicare wages, by individual and in total.	Important	S	
PR.260	The system has the ability to generate a report with a user-defined look back date/time for such purposes as average hours per week, benefit eligibility, etc.	Desired	S	
PR.261	The system has the ability to schedule reports at a user-defined date/time and frequency.	Important	S	
	The system has the ability to produce earnings and withholding earnings, Medicare, and FICA total reports, including associated taxes at a user-defined level (City-wide, department, individual, job classification, job type), for the following periods:			
PR.262	Fiscal Year;	Mandatory	S	
PR.263	User-defined.	Desired	S	

Payroll				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
	The system has the ability to produce the following standard reports:			Numerous standard reports are provided with ONESolution. Users can easily customize these reports or create new reports with the proposed ad hoc reporting tool - SunGard Analytics. If an existing report does not exactly match your requirements, reports can be easily modified or new reports can be created by the user. Training on report writing is provided. If you do not wish to modify or create reports, reporting services are available from SunGard for an additional charge.
PR.264	Annual, Compensatory, Sick Leave Accrual Report for CAFR;	Mandatory	S	
PR.265	Annual/Sick Leave Report;	Mandatory	S	
PR.266	Accrual report;	Mandatory	S	
PR.267	Census Report/File;	Important	S	
PR.268	Check Register;	Mandatory	S	
PR.269	Current, quarterly, & year-to-date balancing reports;	Mandatory	S	
PR.270	Deduction Registers by Deduction Code;	Mandatory	S	
PR.271	Department Earnings Report by Calendar Year, Month, Fiscal Year, Quarterly;	Important	S	
PR.272	Department Earnings/Benefit Report by Calendar Year, Month, Fiscal Year, Quarterly;	Important	S	
PR.273	Employee History;	Mandatory	S	
PR.274	Employee Pay Stub reprint;	Important	S	
PR.275	Federal 941 report;	Mandatory	S	
PR.276	FEMA Emergency Time/Benefits Report;	Important	S	
PR.277	Leave balance reports (PTO);	Mandatory	S	
PR.278	Leave Usage Reports;	Mandatory	S	
PR.279	Longevity/stability report;	Desired	S	
PR.280	Manual issue check;	Important	S	
PR.281	Mid-pay period changes report;	Important	S	
PR.282	Net deposit financial institutions;	Important	S	

	Payroll			
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
PR.283	New hire listing;	Important	S	
PR.284	Overtime Expense Reports;	Important	S	
PR.285	Payroll adjustment register showing all changes to employee payroll record;	Mandatory	S	
PR.286	Payroll costs (including City and employee contribution);	Mandatory	S	
PR.287	Payroll register;	Mandatory	S	
PR.288	Quarterly and annual payroll control register;	Mandatory	S	
PR.289	Quarterly withholding summary;	Mandatory	S	
PR.290	Retirement report (State retirement benefits);	Mandatory	S	
PR.291	Retroactive pay ;	Important	S	
PR.292	Salary changes;	Important	S	
PR.293	PTO Liability Reports;	Important	S	
PR.294	Termination Reports;	Important	S	
PR.295	Turnover Reports;	Desired	S	
PR.296	Vacancy Reports;	Important	S	
PR.297	Workers Compensation Report;	Mandatory	S	
PR.298	Unemployment; and	Important	S	
PR.299	Other user defined;	Desired	S	
PR.300	The system has the ability to provide role-based security on running and viewing reports.	Important	S	
PR.301	The system has the ability to provide the ability to generate a report of all Payroll system activity (i.e., a complete audit trail).	Important	S	
PR.302	The system has the ability to generate state child support file(s) and required reporting.	Desired	S	
PR.303	The system has the ability to generate employee benefit letters including total annual compensation (including wages paid and all benefits).	Important	S	

Response Indicators: When providing responses to the requirements in Attachment G, proposers shall use the following response indicators:

S: Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from vendors in accordance with agreed upon configuration planning with the City.

F: Feature/Function will be available in a future software release available to the City by July 1, 2017 at which point it will be implemented in accordance with agreed upon configuration planning with the City. If a response indicator of "F" is provided for a requirement that will be met in a future software release, the Proposer shall indicate the planned release version as well as the time the release will be generally available.

C: Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be provided with custom modifications. All related customization costs should be indicated in Attachment K – Cost Worksheets. If a response indicator of "C" is provided for a requirement that will be met through a custom modification, the Proposer shall indicate the cost of such a modification.

T: Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be provided with integration with a third-party system. This system should be specified. If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the Proposer shall identify this third-party system and include a cost Proposal to secure this system.

N: Feature/Function cannot be provided.

Req #	Fixed Assets	Criticality	Response	Comments
	Description of Requirement			
	General Requirements			
FA.1	The capital assets module has the ability to integrate with all other proposed system modules.	Important	S	
FA.2	The system has the ability to automatically select the general ledger account based on the type of asset created.	Desired	S	
FA.3	The system has the ability to allow a review of asset journal entries prior to posting to the general ledger.	Important	S	
FA.4	The system has the ability to transfer the CIP cost in order to create a general ledger journal entry based on asset type.	Desired	S	
FA.5	The system has the ability to track capitalized assets.	Important	S	
FA.6	The system has the ability to track non-capitalized assets.	Important	S	
FA.7	The system has the ability to record total cost of ownership of an asset.	Important	S	
FA.8	The system has the ability to modify valuation due to improvements or replacements to the asset.	Important	S	
FA.9	The system has the ability to automatically account for fixed assets at the time of purchasing or requisition based on account number selected, with the ability to override based on security permissions.	Desired	S	

Fixed Assets

Req #	Description of Requirement	Criticality	Response	Comments
FA.10	The system has the ability to allow a user to manually flag a fixed asset at the time of purchasing or requisition.	Important	S	
FA.11	The system has the ability to set a user-defined threshold dollar amount for a purchase to be considered a fixed asset.	Important	S	
FA.12	The system has the ability to transfer data from the purchase order to the fixed asset record.	Desired	S	
FA.13	The system has the ability to capitalize and depreciate assets according to user-defined rules.	Desired	S	
FA.14	The system has the ability to record, recognize, and capitalize assets that are subsidized by third-party entities for the City, such as the federal or state government.	Important	S	
FA.15	The system has the ability to calculate valuation for fixed assets based on user-defined rules.	Desired	S	
FA.16	The system has the ability to record cost at acquisition.	Important	S	
FA.17	The system has the ability to determine and maintain salvage values for fixed assets.	Important	S	
FA.18	The system has the ability to calculate replacement costs of the fixed assets.	Important	S	
FA.19	The system has the ability to modify assets by user-defined criteria, with proper security permissions	Important	S	
FA.20	The system has the ability to automatically update the fixed assets system from AP entry with appropriate review and approval.	Important	S	
FA.21	The system has the ability to allow authorized users read-only access to fixed asset information via a decentralized, online interface.	Important	S	
FA.22	The system has the ability to store original purchase order number, original check number and original vendor information.	Important	S	
FA.23	The system has the ability to drill-down into linked POs, checks and vendor file information.	Important	S	
FA.24	The system has the ability to allow for at least 99,999 different assets.	Desired	S	
FA.25	The system has the ability to allow for at least 9,999 different assets.	Important	S	
FA.26	The system has the ability to be in full compliance with GASB compliance requirements.	Important	S	
FA.27	The system has the ability to provide controls for maintaining unique City generated fixed asset tag numbers.	Important	S	
FA.28	The system has the ability to indicate an asset as "disposed."	Important	S	

Fixed Assets

Req #	Description of Requirement	Criticality	Response	Comments
The system has the ability to accommodate the following asset disposal processes, with the ability to customize workflow routines for each process:				
FA.29	Public Auction (including sealed bid process);	Desired	S	
FA.30	Online sale;	Desired	S	
FA.31	Junk process;	Desired	S	
FA.32	Transfer process;	Desired	S	
FA.33	Donations;	Desired	S	
FA.34	Parts tear-down; and	Desired	S	
FA.35	Trade-in.	Desired	S	
FA.36	The system has the ability to record City-defined information at the time of asset disposal related to the asset (e.g., condition of asset, mileage, etc.)	Important	S	
Asset Entry				
FA.37	The system has the ability to automatically assign unique asset numbers.	Important	S	
FA.38	The system has the ability to copy an existing asset record as a starting point for the entry of a new asset.	Important	S	
FA.39	The system has the ability to set department, division, fund and type classifications for each asset (i.e., governmental, proprietary, etc.).	Important	S	
FA.40	The system has the ability to establish asset groups.	Important	S	
The system has the ability to establish the following categories and classes of assets:				
FA.41	Buildings and improvements;	Important	S	
FA.42	Improvements other than buildings;	Important	S	
FA.43	Furniture and fixtures;	Important	S	
FA.44	Machinery and equipment;	Important	S	
FA.45	Land;	Important	S	
FA.46	Infrastructure;	Important	S	
FA.47	Vehicles;	Important	S	
FA.48	Intangibles;	Important	S	
FA.49	Streets and sidewalks;	Important	S	
FA.50	Construction in progress; and	Important	S	
FA.51	Other, user-defined.	Important	S	

Req #	Description of Requirement	Criticality	Response	Comments
FA.52	The system has the ability to accommodate user-defined classes within each asset category.	Important	S	
FA.53	The system has the ability to accommodate at least 99 different asset classes within each category.	Important	S	
FA.54	The system has the ability to allow an administrator to configure additional asset categories and classes that allow the same functionality of other asset categories and classes.	Desired	S	
The system has the ability to maintain the following asset information:				
FA.55	Asset number;	Important	S	
FA.56	Property tag number;	Important	S	
FA.57	Chart of accounts distribution;	Important	S	
FA.58	Department;	Important	S	
FA.59	Acquisition date;	Important	S	
FA.60	In-service date;	Important	S	
FA.61	Condition;	Important	S	
FA.62	Status (e.g., inactive);	Important	S	
FA.63	Service manual (i.e., electronically scanned and attached);	Desired	S	
FA.64	Unit cost/value;	Important	S	
FA.65	Value basis;	Important	S	
FA.66	Vendor number;	Desired	S	
FA.67	Vendor name;	Desired	S	
FA.68	Manufacturer name;	Important	S	
FA.69	Model year;	Important	S	
FA.70	Model;	Important	S	
FA.71	Serial number;	Important	S	
FA.72	Insurance;	Important	S	
FA.73	Location;	Important	S	
FA.74	Employee name (i.e., for asset assignment);	Desired	S	
FA.75	Employee number (i.e., for asset assignment);	Desired	S	
FA.76	Warranty/maintenance agreement;	Desired	S	
FA.77	Disposal information;	Important	S	
FA.78	Primary asset information (i.e., "parent" in parent-child);	Important	S	
FA.79	Source of funds, multiple (e.g., grant for half of purchase);	Important	S	

Fixed Assets

Fixed Assets

Req #	Description of Requirement	Criticality	Response	Comments
FA.80	Grant funded asset (yes/no indicator);	Desired	S	
FA.81	Estimated useful life;	Important	S	
FA.82	Estimated replacement cost;	Important	S	
FA.83	Depreciation schedule;	Important	S	
FA.84	Depreciation convention; and	Important	S	
FA.85	Other, user-defined.	Desired	S	
FA.86	The system has the ability to link assets in parent-child relationships.	Important	S	
FA.87	The system has the ability to mass transfer assets from one organization/department code to another.	Important	S	
FA.88	The system has the ability to allow the transfer of an asset from one department or fund to another.	Important	S	
FA.89	The system has the ability to maintain asset service records.	Desired	S	
Depreciation				
FA.90	The system has the ability to capture depreciation balance at the date of transfer or disposal.	Important	S	
FA.91	The system has the ability to report depreciation, sortable by existing fields such as by asset, type, general ledger account code or any other field in the asset record.	Important	S	
The system has the ability to support the following types of depreciation:				
FA.92	Straight line;	Important	S	
FA.93	Other, user-defined.	Desired	S	**There are other types of depreciation that are supported.**
FA.94	The system has the ability to allow the reversal of changes made based on depreciation, with appropriate security permissions.	Important	S	
FA.95	The system has the ability to allow a user to configure the date of depreciation calculation (i.e., no depreciation calculated in the first year, etc.)	Important	S	
FA.96	The system has the ability to set standard and user-controlled depreciation methods.	Important	S	
FA.97	The system has the ability to update or change depreciation information for a group of assets.	Important	S	

	Fixed Assets			
Req #	Description of Requirement	Criticality	Response	Comments
FA.98	The system has the ability to update or change depreciation schedules at any point in the life cycle of an asset, and allow the user to chose to either recalculate or prospectively calculate modified depreciation (e.g. vehicle has been in service two years and has a five year depreciation schedule, and the asset is extended to seven years).	Important	S	
FA.99	The system has the ability to store depreciation expense account.	Important	S	
FA.100	The system has the ability to provide depreciation calculation results for user defined periods of time.	Important	S	
FA.101	The system has the ability to provide an automatic calculation of depreciation changes at period end.	Important	S	
FA.102	The system has the ability to automatically flag an asset when it is time to retire it from the system.	Desired	S	
FA.103	The system has the ability to automatically archive retired and/or sold assets on a scheduled or user-defined basis.	Desired	N	
	Asset Tracking			
The system has the ability to track assets by the following:				
FA.104	Number;	Important	S	
FA.105	Description;	Important	S	
FA.106	Type;	Important	S	
FA.107	Unique tag number;	Important	S	
FA.108	Site;	Important	S	
FA.109	Building;	Important	S	
FA.110	Location;	Important	S	
FA.111	Purchase order (at least one);	Important	S	
FA.112	Invoice (at least one);	Important	S	
FA.113	Lease;	Important	S	
FA.114	Fund;	Important	S	
FA.115	GL account code (multiple funds, funding sources);	Important	S	
FA.116	Cost;	Important	S	
FA.117	Acquisition date;	Important	S	
FA.118	In-service date;	Important	S	
FA.119	Vendor (multiple);	Important	S	
FA.120	Transfer Dates;	Important	S	

Req #	Description of Requirement	Criticality	Response	Comments
	Fixed Assets			
FA.121	Replacement value;	Important	S	
FA.122	Expected replacement year;	Important	S	
FA.123	Insurance Value;	Important	S	
FA.124	Make, manufacturer and model;	Important	S	
FA.125	Serial number;	Important	S	
FA.126	Vehicle Identification Number;	Important	S	
FA.127	Property ID number (for land);	Important	S	
FA.128	Vehicle ID;	Important	S	
FA.129	Project number (multiple);	Important	S	
FA.130	Grant number (multiple);	Important	S	
FA.131	Responsible person;	Desired	S	
FA.132	Responsible department;	Desired	S	
FA.133	Responsible program; and	Desired	S	
FA.134	Other, user-defined.	Desired	S	
FA.135	The system has the ability to integrate with the City's GIS database for the purpose of tracking the geographical location of assets.	Desired	N	Not currently available.
FA.136	The system has the ability to attach any document to an asset record.	Important	S	
FA.137	The system has the ability to attach a picture to an asset record.	Desired	S	
	Reporting			
FA.138	The system has the ability to query information or generate reports on fixed assets by user-defined criteria such as by general ledger account code, location, activity, and asset class.	Important	S	
FA.139	The system has the ability to maintain and track non-depreciated assets (e.g., land and other non-capital).	Important	S	
FA.140	The system has the ability to report fixed asset expenditures against a capital budget.	Important	S	
FA.141	The system has the ability to monitor, or report on assets based on department, category code, or other descriptions such as serial number or replacement year.	Important	S	
FA.142	The system has the ability to report a disposal date and value.	Important	S	
FA.143	The system has the ability to report on assets based on funding source.	Important	S	
FA.144	The system has the ability to report transactions: period additions, transfers, disposals, and depreciation by asset, type, and general ledger account code.	Important	S	

Fixed Assets

Req #	Description of Requirement	Criticality	Response	Comments
FA.145	The system has the ability to create depreciation reports and other types, both canned and ad-hoc.	Important	S	
FA.146	The system has the ability to provide GASB compliance reports.	Important	S	
FA.147	The system has the ability to generate valuation report on all of City's fixed assets.	Important	S	

Response Indicators: When providing responses to the requirements in Attachment G, proposers shall use the following response indicators:

S: Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from vendors in accordance with agreed upon configuration planning with the City.

F: Feature/Function will be available in a future software release available to the City by July 1, 2017 at which point it will be implemented in accordance with agreed upon configuration planning with the City. If a response indicator of "F" is provided for a requirement that will be met in a future software release, the Proposer shall indicate the planned release version as well as the time the release will be generally available.

C: Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be provided with custom modifications. All related customization costs should be indicated in Attachment K – Cost Worksheets. If a response indicator of "C" is provided for a requirement that will be met through a custom modification, the Proposer shall indicate the cost of such a modification.

T: Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be provided with integration with a third-party system. This system should be specified. If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the Proposer shall identify this third-party system and include a cost Proposal to secure this system.

N: Feature/Function cannot be provided.

Req #	Description of Requirement	Criticality	Response	Comments
	Grant Management			
	General Requirements			
GM.1	The system has the ability to provide grant management functionality that is integrated with all other proposed system modules.	**Mandatory**	**S**	
GM.2	The system has the ability to accommodate grant accounting.	**Mandatory**	**S**	
GM.3	The system has the ability to provide for multi-year grants.	**Important**	**S**	
GM.4	The system has the ability to allow multiple grants to roll into one project.	**Mandatory**	**S**	
GM.5	The system has the ability to provide unique identifiers to grants.	**Important**	**S**	
GM.6	The system has the ability to link City-defined grant numbers with issuing agency grant numbers.	**Important**	**S**	
GM.7	The system has the ability to duplicate pre-existing grants to establish templates for new grants.	**Desired**	**S**	
GM.8	The system has the ability to allow files or images to be attached to a grant file.	**Important**	**S**	
GM.9	The system has the ability to generate a repository/library of all documentation related to a grant that is all accessible from a single location.	**Desired**	**S**	
GM.10	The system has the ability to export all documentation for a specific grant to electronic format (i.e., during an audit).	**Important**	**S**	

Req #	Grant Management			
	Description of Requirement	**Criticality**	**Response**	**Comments**
GM.11	The system has the ability to allow grants to be established with multiple funding sources.	Mandatory	S	
GM.12	The system has the ability to track the use of program income prior to reimbursement.	Desired	S	
GM.13	The system has the ability to utilize workflow for the grant management process that has the capability to flow across other system modules/applications.	Important	S	
GM.14	The system has the ability to carry out associated activities with the grant reimbursement process.	Desired	S	
GM.15	The system has the ability to be integrated with the General Ledger and Budgeting modules to reflect the appropriate budgeted grant amounts for each applicable general ledger account.	Mandatory	S	
GM.16	The system has the ability to maintain payment history (including attached records/invoices) related to grants for a minimum of ten years following the end of the funding period.	Important	S	
	Grant Applications			
	The system has the ability to track grant application information including:			
GM.17	Grant number;	Important	S	
GM.18	Grant name;	Important	S	
GM.19	Grant description;	Important	S	
GM.20	Grant category (e.g., Federal, State, etc.);	Mandatory	S	
GM.21	Grantor;	Mandatory	S	
GM.22	Multiple grantor contacts, with the ability to identify as primary;	Important	S	
GM.23	Grantor contact name;	Important	S	
GM.24	Grantor contact address;	Important	S	
GM.25	Grantor contact phone number;	Important	S	
GM.26	Grantor contact email address;	Important	S	
GM.27	Date of application submission;	Desired	S	
GM.28	Date of application approval or denial;	Important	N	Not currently available.
GM.29	Original grant approval amount;	Mandatory	S	
GM.30	Grant budget;	Mandatory	S	
GM.31	Grant amendments;	Mandatory	S	
GM.32	Grant collaborators (i.e., government partners);	Desired	S	

Grant Management

Req #	Description of Requirement	Criticality	Response	Comments
GM.33	Local match requirements (including type, rate, total amount);	Mandatory	S	
GM.34	Grant fiscal and calendar years (i.e., when grantor and grantee have different years).	Mandatory	S	
GM.35	Grant initiation date;	Important	S	
GM.36	Grant expiration date;	Important	S	
GM.37	Responsible department(s);	Important	S	
GM.38	Department contact;	Important	S	
GM.39	Award date;	Important	S	
GM.40	Contract number;	Important	S	
GM.41	Contract award date;	Important	S	
GM.42	Original request amount;	Important	S	
GM.43	Award amount; and	Important	S	
GM.44	Other user-defined information.	Desired	S	
GM.45	The system has the ability to attach documents to the grant applications.	Important	S	
GM.46	The system has the ability to support configurable workflow routines to support the grant application process.	Desired	S	

Grant Tracking

GM.47	The system has the ability to link individual grant budgets to the City budget based on user preference.	Important	S	
GM.48	The system has the ability to support at least 30 different types of grant categories.	Important	S	
GM.49	The system has the ability to support the configuration of different requirements by grant category.	Important	S	
GM.50	The system has the ability to link grants to projects.	Mandatory	S	
GM.51	The system has the ability to link grants to projects in 1-to-1, 1-to-many and many-to-1 relationships.	Mandatory	S	
GM.52	The system has the ability to track compliance of the grant through a City-defined checklist by individual grant.	Important	S	
GM.53	The system has the ability to view and track all assets acquired through grant funding as indicated through the fixed asset module.	Important	S	
GM.54	The system has the ability to track grant activity by active fiscal year and all years within the grant contract (e.g. across multiple fiscal years).	Important	S	

Grant Management

Req #	Description of Requirement	Criticality	Response	Comments
GM.55	The system has the ability to track grant activity over the life of the grant.	Important	S	
GM.56	The system has the ability to track matching, or in-kind, grants.	Important	S	
	The system has the ability to record grant expenditure and revenue information including:			
GM.57	Funding source;	Mandatory	S	
GM.58	Grant name;	Mandatory	S	
GM.59	Grant number;	Important	S	
GM.60	Activity;	Important	S	
GM.61	Program number (e.g., CFDA number);	Mandatory	S	
GM.62	Contract number;	Important	S	
GM.63	Fund;	Mandatory	S	
GM.64	Location;	Desired	S	
GM.65	Department;	Important	S	
GM.66	Division;	Important	S	
GM.67	General ledger account numbers;	Important	S	
GM.68	Purchase orders and encumbrances related to a specific grant;	Important	S	
GM.69	Grant status codes (e.g., active, inactive and user-defined);	Desired	S	
GM.70	Project;	Important	S	
GM.71	Pass-through identifying number (i.e., sub-recipient);	Important	S	
GM.72	Collaborator list;	Desired	S	
GM.73	Grantor; and	Mandatory	S	
GM.74	Other user-defined information.	Desired	S	
GM.75	The system has the ability to restrict grant expenditures not within grant dates.	Important	S	
GM.76	The system has the ability to allow restriction on grant expenditures to be overridden, with appropriate security permissions.	Important	S	
GM.77	The system has the ability to suspend a grant prior to completion.	Important	S	
GM.78	The system has the ability to assign payroll expenses to a grant through integration with the payroll module.	Important	S	
GM.79	The system has the ability to limit the application of payroll expense to grants through security permissions.	Important	S	

	Grant Management			
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
GM.80	The system has the ability to separate actual expenditures against allowable expenditures.	Important	S	
	Grant Reimbursements			
GM.81	The system has the ability to support the process of reimbursement requests for grants that are initially funded by the City.	Important	S	
GM.82	The system has the ability to track all reimbursement requests through the life of the grant.	Important	S	
GM.83	The system has the ability to track the frequency of reimbursement requests to ensure the frequency complies with the grant requirements.	Important	S	
GM.84	The system has the ability to allow "checklists" to be established to track the necessary documentation related to a reimbursement request.	Desired	S	
GM.85	The system has the ability to allow established "checklists" to be modified during the-life of the grant.	Desired	S	
GM.86	The system has the ability to allow workflow routines to be established to manage the reimbursement request process.	Important	S	
GM.87	The system has the ability to trigger notifications based on established timelines associated with the reimbursement request process.	Desired	S	
GM.88	The system has the ability to electronically store the "final" documents associated with a submitted reimbursement request.	Mandatory	S	
	Reporting			
GM.89	The system has the ability to generate reports for all grant history.	Important	S	Numerous standard reports are provided with ONESolution. Users can easily customize these reports or create new reports with the proposed ad hoc reporting tool. If an existing report does not exactly match your requirements, reports can be easily modified or new reports can be created by the user. Training on report writing is provided. If you do not wish to modify or create reports, reporting services are available from SunGard for an additional charge.

Grant Management

Req #	Description of Requirement	Criticality	Response	Comments
GM.90	The system has the ability to generate a report of all active and inactive grants.	Desired	S	
GM.91	The system has the ability to maintain a calendar or scheduling of required grant reports.	Desired	S	
GM.92	The system has the ability to accommodate multiple grant report schedules.	Desired	S	
GM.93	The system has the ability to generate all state and federally required reports.	Important	S	
The system has the ability to provide real time information on screen including:				
GM.94	Grant reimbursement budget;	Important	S	
GM.95	Total budget;	Important	S	
GM.96	Encumbrances;	Important	S	
GM.97	Pre-encumbrances;	Desired	S	
GM.98	Expenditures;	Important	S	
GM.99	Revenues;	Important	S	
GM.100	Amount billed budget;	Important	S	
GM.101	Metrics related to a grant; and	Desired	S	**GM.101 and GM.102: Available only through reporting.**
GM.102	Other user-defined information.	Desired	S	
GM.103	The system has the ability to report on specific activity of a grant within a user-defined date range.	Important	S	
The system has the ability to generate the following reports:				
GM.104	Expenditures and revenues;	Important	S	
GM.105	Reimbursed costs;	Important	S	
GM.106	Budget to actual costs;	Important	S	
GM.107	Grants trial balance; and	Desired	S	
GM.108	Pending approval grant funding.	Desired	S	
GM.109	The system has the ability to generate a report of total liability for matching grants (i.e., across all grants for a time period).	Important	S	

Response Indicators: When providing responses to the requirements in Attachment G, proposers shall use the following response indicators:

S: Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from vendors in accordance with agreed upon configuration planning with the City.

F: Feature/Function will be available in a future software release available to the City by July 1, 2017 at which point it will be implemented in accordance with agreed upon configuration planning with the City. If a response indicator of "F" is provided for a requirement that will be met in a future software release, the Proposer shall indicate the planned release version as well as the time the release will be generally available.

C: Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be provided with custom modifications. All related customization costs should be indicated in Attachment K – Cost Worksheets. If a response indicator of "C" is provided for a requirement that will be met through a custom modification, the Proposer shall indicate the cost of such a modification.

T: Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be provided with integration with a third-party system. This system should be specified. If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the Proposer shall identify this third-party system and include a cost Proposal to secure this system.

N: Feature/Function cannot be provided.

Req #	Description of Requirement	Criticality	Response	Comments
	Project Accounting			
	General Requirements			
PA.1	The system has the ability to provide project accounting functionality integrated with all other **proposed** system modules.	Mandatory	S	
PA.2	The system has the ability to support multi-year projects, at least ten years in length.	Important	S	
PA.3	The system has the ability to support parent/child relationships for projects and sub-projects.	Mandatory	S	
PA.4	The system has the ability to allow multiple project status codes (e.g., proposed, active, etc.).	Important	S	
PA.5	The system has the ability to accommodate project types.	Important	N	**Items PA.5 through PA.9: Currently not available.**
PA.6	The system has the ability to accommodate at least 25 different project types.	Important	N	
PA.7	The system has the ability to accommodate project types that both integrate with the general ledger or not.	Desired	N	
PA.8	The system has the ability to allow a user to establish project templates (i.e., "simple" templates to "complex" templates and for specific project types).	Desired	N	
PA.9	The system has the ability to store multiple project templates.	Desired	N	
PA.10	The system has the ability to accommodate projects occurring across multiple funds and departments, down to a specific GL number.	Important	S	

		Project Accounting		
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
PA.11	The system has the ability to accommodate projects occurring across a minimum of ten funds or funding sources that include grants.	Important	S	
PA.12	The system has the ability to provide project forecasting capabilities, for a minimum of six years (i.e., current, plus five years).	Important	S	
PA.13	The system has the ability to provide project forecasting capabilities, for a minimum of ten years (i.e., current, plus nine years).	Desired	S	
PA.14	The system has the ability to provide free text forms for project descriptions.	Important	S	
PA.15	The system has the ability to provide a workflow routine to assist in the annual process of determining fiscal year expenses for each project.	Desired	S	
PA.16	The system has the ability to attach files to project descriptions.	Important	S	
PA.17	The system has the ability to have user-defined cost allocation codes.	Desired	S	
PA.18	The system has the ability to integrate with third-party industry tool sets (e.g., MS Project, etc.).	Important	S	**Support of MS Project is through a .csv format of Project Detail.**
PA.19	The system has the ability to associate projects to external agency project codes.	Desired	S	
PA.20	The system has the ability to associate work orders to projects using a project number.	Desired	N	**Currently not available.**
		Project Tracking and Closing		
The system has the ability to store general project information including:				
PA.21	Original budgets;	Mandatory	S	
PA.22	Current/amended budgets;	Mandatory	S	
PA.23	Project file number or CIP number;	Important	S	
PA.24	Contract number (multiple);	Important	S	
PA.25	Department;	Important	S	
PA.26	Division;	Important	S	
PA.27	City Project Manager(s);	Important	S	
PA.28	City staff performing work effort towards project (i.e., list of names);	Desired	S	
PA.29	Time spent by collective City staff towards project;	Desired	S	
PA.30	Time spent by City staff person towards project;	Desired	S	
PA.31	Pre-encumbrances;	Desired	S	
PA.32	Location code;	Desired	S	
PA.33	Asset ID;	Desired	S	
PA.34	Equipment ID;	Desired	N	**Currently not available.**

Project Accounting

Req #	Description of Requirement	Criticality	Response	Comments
PA.35	Encumbrances;	Important	S	
PA.36	Expenditures;	Important	S	
PA.37	Receivables;	Important	S	
PA.38	Revenues;	Important	S	
PA.39	Penalties;	Desired	S	
PA.40	Expenditure and cash flow schedule based on funding deadlines;	Important	S	
PA.41	Retention;	Important	S	
PA.42	Scope changes;	Important	S	
PA.43	Purchase order number(s);	Important	S	
PA.44	Vendor(s);	Important	S	
PA.45	Amendments/change orders; and	Important	S	
PA.46	Other user-defined information.	Desired	S	
PA.47	The system has the ability to control project budgets by project receivables and revenues from a project.	Desired	S	
The system has the ability to track project dates including:				
PA.48	Planned start date;	Desired	S	
PA.49	Actual start date;	Desired	S	
PA.50	Phase;	Desired	S	
PA.51	Milestone(s);	Desired	S	
PA.52	Current vs. planned percentage of completion (at any point);	Desired	S	**Items PA.52 and PA.53: Provided via reporting.**
PA.53	Current vs. expiration of bond funding deadlines;	Desired	S	
PA.54	Planned completion date;	Desired	S	
PA.55	Actual completion date; and	Desired	S	
PA.56	Other user-defined information.	Desired	S	
PA.57	The system has the ability to track time spent by employees towards a project.	Desired	S	
PA.58	The system has the ability to carry forward information at year-end for multi-year projects.	Important	S	
PA.59	The system has the ability to allow "default" values to be established for setting up new projects.	Desired	S	
PA.60	The system has the ability to track non-financial resources on the project (e.g., work in kind, unfunded work) at the project level.	Desired	S	**Non-financial resources can be tracked in a narrative.**
PA.61	The system has the ability to maintain information prior to a change.	Desired	S	

City of Shoreline
List of Functional and Technical Requirements

Req #	Description of Requirement	Criticality	Response	Comments
Project Accounting				
PA.62	The system has the ability to retain historical information for all projects for at least 25 years after the project close.	Desired	S	**Limits to the retention of historical information are subject to the constraints of the underlying database and storage capacity. ONESolution does not impose limits.**
PA.63	The system has the ability to close projects either partially or completely.	Important	S	
PA.64	The system has the ability to allow the closing of multiple projects at the same time (i.e., related projects).	Desired	S	
PA.65	The system has the ability to allow the closing of a "child" project without having to close the "parent" project.	Important	S	
PA.66	The system has the ability to automatically close the "child" project(s) when a "parent" project is closed, with a notification provided to the user prior to executing the closure.	Important	N	**Not currently available.**
PA.67	The system has the ability to re-open a closed project, with appropriate security permissions.	Important	S	
Reporting				
PA.68	The system has the ability to produce reports to satisfy Local, State and Federal requirements.	Desired	S	**Numerous standard reports are provided within ONESolution. Users can easily customize these reports or create new ones with the proposed ad hoc reporting tools. If an existing report does not exactly match your requirements, you can modify a similar report or create a new report. If you do not wish to modify or create reports, reporting services are available from SunGard for an additional charge.**
The system has the ability to generate reports from specific date ranges for information including:				
PA.69	Project number and name;	Desired	S	
PA.70	Type;	Desired	S	
PA.71	Departments;	Desired	S	
PA.72	Division;	Desired	S	

Req #	Description of Requirement	Criticality	Response	Comments
	Project Accounting			
PA.73	Funding source expiration dates;	Desired	S	
PA.74	Expenditure milestones;	Desired	S	**Provided via Contract Management module, which is included in the proposal.**
PA.75	Fund;	Desired	S	
PA.76	Year or user-defined date range;	Desired	S	
PA.77	Funding source; and	Desired	S	
PA.78	Other user-defined information.	Desired	S	
	The system has the ability to generate reports that list expenditures by:			
PA.79	Fund or funding source;	Important	S	
PA.80	Project number and name;	Important	S	
PA.81	Department;	Important	S	
PA.82	Division;	Important	S	
PA.83	Location;	Desired	S	
PA.84	Assigned employees;	Desired	S	
PA.85	Payroll detail by employee;	Important	S	
PA.86	Type;	Desired	S	
PA.87	Vendor(s);	Important	S	
PA.88	Purchase order number(s);	Important	S	
PA.89	Invoice number;	Important	S	
PA.90	Check number; and	Important	S	
PA.91	Other user-defined information.	Desired	S	
PA.92	The system has the ability to generate expenditure reports on all of the above criteria by date ranges.	Desired	S	
	The system has the ability to provide information in real time on screen including:			
PA.93	Project original budget;	Mandatory	S	**This information would be provided via an on-screen report.**
PA.94	Project number and name;	Mandatory	S	
PA.95	Contract number (multiple);	Important	S	
PA.96	Project current/amended budget;	Mandatory	S	
PA.97	Location;	Desired	S	
PA.98	Asset ID;	Desired	S	
PA.99	Encumbrances;	Important	S	

Project Accounting

Req #	Description of Requirement	Criticality	Response	Comments
PA.100	Expenditures;	Important	S	
PA.101	Retention;	Important	S	
PA.102	Available funds;	Important	S	
PA.103	Revenues;	Important	S	
PA.104	Vendor(s);	Important	S	
PA.105	Purchase order number(s);	Important	S	
PA.106	Year or other user-defined date range; and	Desired	S	
PA.107	Other user-defined information.	Desired	S	
PA.108	The system has the ability to report on resource time towards projects.	Desired	S	
PA.109	The system has the ability to generate reports on active and inactive/closed projects, with the ability to filter by either status.	Desired	S	

Response Indicators: When providing responses to the requirements in Attachment G, proposers shall use the following response indicators:

S: Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from vendors in accordance with agreed upon configuration planning with the City.

F: Feature/Function will be available in a future software release available to the City by July 1, 2017 at which point it will be implemented in accordance with agreed upon configuration planning with the City. If a response indicator of "F" is provided for a requirement that will be met in a future software release, the Proposer shall indicate the planned release version as well as the time the release will be generally available.

C: Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be provided with custom modifications. All related customization costs should be indicated in Attachment K – Cost Worksheets. If a response indicator of "C" is provided for a requirement that will be met through a custom modification, the Proposer shall indicate the cost of such a modification.

T: Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be provided with integration with a third-party system. This system should be specified. If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the Proposer shall identify this third-party system and include a cost Proposal to secure this system.

N: Feature/Function cannot be provided.

Req #	Description of Requirement	Criticality	Response	Comments
	Utility Billing			
	General Requirements			
UB.1	The system has the ability to integrate with all other **proposed** system modules including (but not limited to) general ledger, accounts receivable, cash receipts, and accounts payable.	Mandatory		**At this time, SunGard recommends the City of Shoreline continue to use their existing Springbrook product for Utility Billing.**
UB.2	The system has the ability to support at least 30,000 residential accounts.	Mandatory		
UB.3	The system has the ability to support at least 10,000 commercial accounts.	Mandatory		
	The system has the ability to search for customer information by the following			
UB.4	Customer ID;	Mandatory		
UB.5	Location ID;	Desired		
UB.6	Account Number;	Mandatory		
UB.7	Customer Name;	Mandatory		
UB.8	Street Address;	Mandatory		
UB.9	Phone Number;	Desired		
UB.10	Parcel ID (PIN) or GPIN;	Important		
UB.11	Meter ID and/or meter route;	Important		

	Utility Billing			
Req #	Description of Requirement	Criticality	Response	Comments
UB.12	Other user-defined fields.	Desired		
UB.13	The system has the ability to geo-reference records (i.e., GIS interface).	Important		
UB.14	The system has the ability to provide a customer overview screen displaying all customer information, including pending activity.	Mandatory		
UB.15	The system has the ability to associate a landlord account with every account.	Important		
UB.16	The system has the ability to research account details and perform account adjustments.	Mandatory		
UB.17	The system has the ability to retain and display (user defined) multiple years of billing and collection history on-line in 'Live' database.	Mandatory		
UB.18	The system has the ability to track utility read routes / sequences, including tracking of directions and meter location.	Desired		
UB.19	The system has the ability to provide auto draft capabilities for all Utility Billing services.	Important		
UB.20	The system has the ability to support production of and receipting of utility bills using bar code scanning.	Mandatory		
UB.21	The system has the ability to support partial payments.	Mandatory		
UB.22	The system has the ability to recognize in-person payments in real time.	Mandatory		
UB.23	The system has the ability to recognize online payment in real time.	Desired		
UB.24	The system has the ability to display pending payments.	Mandatory		
UB.25	The system has the ability to provide graphic display of usage history per account.	Desired		
UB.26	The system has the ability to perform "what if" billing calculations scenarios.	Desired		
UB.27	The system has the ability to assess late charges and provides the related customer notices.	Mandatory		
UB.28	The system has the ability to bill for special waste pickup.	Desired		
UB.29	The system has the ability to track solid waste containers.	Desired		
UB.30	The system has the ability to attach images to an account.	Mandatory		
UB.31	The system has the ability to integrate with the City's GIS system.	Important		
UB.32	The system has the ability to provide GIS location validation against the City's existing GIS data.	Important		
UB.33	The system has the ability to attach utility accounts to the parcels in the GIS system.	Important		

Utility Billing

Req #	Description of Requirement	Criticality	Response	Comments
	Account Set-Up			
The system has the ability to manage the following account types:				
UB.34	Utility Billed Account (normal utility billed account);	Mandatory		
UB.35	Mobile Accounts (accounts without a permanent premise attached. Hydrant Meters, Construction sites, etc.);	Desired		
UB.36	Non-utility Accounts (Products or services not utility related);	Desired		
UB.37	Responsible Party Accounts (Landlords, Owners, etc.); and	Desired		
UB.38	Industrial Accounts (Special handling, raw water, golf course).	Desired		
The system has the ability to maintain utility account master file information in a relational database, including:				
UB.39	User Defined Account Number set up with the ability to automatically assign the next available number for new accounts;	Mandatory		
UB.40	Contact Phone Numbers;	Desired		
UB.41	Contact Phone Extensions;	Desired		
UB.42	E-mail address;	Desired		
UB.43	Cycle/route/zone or area number;	Mandatory		
UB.44	Number of Units (stores, apts., etc.);	Mandatory		
UB.45	Shut Off Notice override with proper authorization;	Desired		
UB.46	Final bill indicator;	Desired		
UB.47	Customer Initiation Date;	Mandatory		
UB.48	Service Initiation Date (when individual service on an account was started);	Mandatory		
UB.49	Customer type (residential, commercial, church, school, hospital, wholesale, government, or others user configurable, etc.);	Mandatory		
UB.50	Name and Address (both service and billing for owner and renter) follow USPS standard;	Important		
UB.51	EFT Bank Account, Bank Name & ABA Routing Number;	Important		
UB.52	EFT Start/Stop Dates;	Important		
UB.53	Tax ID/Parcel Number/GPIN;	Important		
UB.54	Amount Due/Received;	Mandatory		
UB.55	Categories for owner, tenant, property manager, landlord, temp property manager;	Important		
UB.56	Meter size;	Desired		

Utility Billing

Req #	Description of Requirement	Criticality	Response	Comments
UB.57	Meter type;	Desired		
UB.58	Meter Number (with ability to assign multiple meters per account);	Desired		
UB.59	Read Date;	Desired		
UB.60	Current/Last read;	Important		
UB.61	Rate Codes; and	Mandatory		
UB.62	Billing specific comments and notes (unlimited).	Mandatory		
UB.63	The system has the ability to delineate tenant-landlord relationship. Allows user to specify who receives the bill and who is responsible for delinquencies.	Mandatory		
UB.64	The system has the ability to reinstate an inactive account.	Mandatory		
UB.65	The system has the ability to maintain inactive accounts on-line for an indefinite period of time.	Important		
UB.66	The system has the ability to change account status to 'off' or inactive, but with past due amount.	Important		
UB.67	The system has the ability to inactivate all services at once when an account is being closed out rather than having to close each service individually.	Desired		
UB.68	The system has the ability to override/undo the closing of an account with proper authorization.	Mandatory		
UB.69	The system has the ability to provide a customer master screen, with the ability to display multiple utility accounts and multiple addresses per customer account.	Desired		
UB.70	The system has the ability to provide tools to allow for batch creation of accounts.	Desired		
UB.71	The system has the ability to provide tools to allow for batch edits to accounts.	Desired		
Final Bill				
UB.72	The system has the ability to generate final bill, once the date and final read is entered, at any point during the billing cycle.	Desired		
UB.73	The system has the ability to detail unpaid charged amounts and penalties on a Final Bill.	Desired		
UB.74	The system has the ability to perform write off processing for accounts finalized and uncollectable by final date.	Desired		
UB.75	The system has the ability to provide support for debt set off program for unpaid regular and final bills.	Important		

Utility Billing

Req #	Description of Requirement	Criticality	Response	Comments
UB.76	The system has the ability to transfer account balance from one service location to another service location (in the event a customer provides the incorrect account number).	Mandatory		
	Penalties			
UB.77	The system has the ability to automatically apply a flat rate and/or percentage penalty/interest charge per total amount due, when user-defined conditions are met.	Mandatory		
UB.78	The system has the ability to allow a user to override and/or credit penalty.	Mandatory		
	Delinquent/Past Due Notices			
UB.79	The system has the ability to print delinquent notices monthly to customers. These are generated based on user defined minimum (based on a single past due bill and/or balance due) and number of days after payment was due, including applicable penalty amounts added.	Mandatory		
UB.80	The system has the ability to automatically create a service order when a cut off notice is generated.	Desired		
UB.81	The system has the ability to automatically apply a cut/shut off charge to the customer balance when the cut/shut off notice is generated.	Mandatory		
UB.82	The system has the ability to alert customers of a disabling of service due to a delinquent account.	Desired		
UB.83	The system has the ability to generate a cut off report with customer id, address information, meter id, cut off date, miscellaneous notes added by City staff, and balance due for Public Works.	Desired		
UB.84	The system has the ability to be able to override the generation of the Delinquent Notice with proper authority.	Important		
UB.85	The system has the ability to add a deposit to any customer that was cut off.	Desired		
	Payment Plans			
UB.86	The system has the ability to process user-defined payment arrangements (i.e. payment plans, beginning and ending dates, notification flag, etc.) and flag if payments are not being met.	Desired		

Req #	Description of Requirement	Criticality	Response	Comments
Utility Billing				
UB.87	The system has the ability to produce a Customer Payment Plan Report - show summary of all payment plans that are delinquent, and the ability to generate delinquent payment plan letters as per user defined criteria.	Desired		
UB.88	The system has the ability to support bankruptcy processing that may include writing off of an existing balance.	Desired		
Utility Service Orders				
UB.89	The system has the ability to manage utility service orders associated with the utility customer account.	Desired		
The system has the ability to enter customer account information and identify the related information necessary for the following service order activities:				
UB.90	New Account;	Desired		
UB.91	Move in/out;	Desired		
UB.92	Cut/Shut offs;	Desired		
UB.93	Final reads; and	Desired		
UB.94	Unlimited user defined types.	Desired		
UB.95	The system has the ability to interface services orders to work order functionality.	Desired		
UB.96	The system has the ability to maintain service order history for all active accounts.	Desired		

City of Shoreline
List of Functional and Technical Requirements

The City has developed a list of potential interfaces for the future Financial and Human Resources Software System. For the purpose of this procurement, a "system interface" involves the exchange of data, in real-time or batch mode to and/or from the external system and the Financial and Human Resources Software System. In special cases, where technically feasible, an interface may involve real time interaction with external system software to invoke processing on that external system for real-time viewing in the Financial and Human Resources Software System. In several instances, interfaces in this list may not be required if the future Financial and Human Resources Software System can provide needed functionality. Conversely intended replacements of existing third-party systems may be adjusted if functionality in the future Financial and Human Resources Software System is not adequate. As a result, the City has developed a list of potential interfaces for vendors to respond to so that the City may consider its future applications environment. The types of integration are:

SEND: The Financial and Human Resources Software system will only need to SEND data to the third party application.
RECEIVE: The Financial and Human Resources Software system will only need to RECEIVE data from the third party application.
BOTH: The Financial and Human Resources Software system will need to both SEND and RECEIVE information to/from the third party application.

Response Indicators: When providing responses to the requirements in Attachment G, proposers shall use the following response indicators:
S: Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from vendors in accordance with agreed upon configuration planning with the City.
F: Feature/Function will be available in a future software release and will be implemented in accordance with agreed upon configuration planning with the City. If a response indicator of "F" is provided for a requirement that will be met in a future software release, the Proposer shall indicate the planned release version as well as the time the release will be generally available.
C: Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be provided with custom modifications. All related customization costs should be indicated in Attachment K – Cost Worksheets. If a response indicator of "C" is provided for a requirement that will be met through a custom modification, the Proposer shall indicate the cost of such a modification.
T: Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be provided with integration with a third-party system. This system should be specified. If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the Proposer shall identify this third-party system and include a cost Proposal to secure this system.
N: Feature/Function cannot be provided.

Potential Interfaces

Req #	System/Interface	Vendor	Version	Database Platform	Type of Integration	Reason for Integration	Criticality	City Comments	Vendor Response	Method of Integration (API, XML, HTTP, etc)	Vendor Comments	Vendor Experience Developing Interface to Specified System (Include a narrative explanation of experience)	Cost to Develop
INT.1	Utility Billing Application	Springbrook/ Accela	7.15	Progress	BOTH	Send: The ERP system should send customer account information. Receive: The ERP system should receive customer payment information	Important	The future state of this system is uncertain at this time. Vendors shall assume replacement of this application for purposes of this proposal; however if a suitable replacement is not identified by the City, an interface between the selected system and Springbrook will be required.	C	File	Inferface is provided to import CR Sets into ONESolution via file. Alternatively - Estimate 40 hours to import CR Sets via call to API or custom interface. A custom interface to output accounts via file would be 20-30 hours.	City of Kirkland uses the file interface to import AP Sets.	$4000-$6000 for output interface only.
INT.2	Productivity tools	MS Office	2010	Windows	BOTH	Both: The ERP system should have the ability to integrate with MS Word, and MS Excel.	Important		S	File	You can import/export to Excel in a variety of methods. ONESolution provides the ability to attach many file types. ONESolution also provides the ability to do mail merge functions.		
INT.3	MS Outlook	Microsoft	2010	Exchange	SEND	Send: The system will send email notifications and meeting information to Outlook.	Desired	Please provide addition information related to the system's capabilities in the Vendor Comments column.	S	File	Emails can be sent via custom workflow model. Meeting requests cannot.		
INT.4	MS Outlook	Microsoft	2011	Exchange	RECEIVE	Receive: The system will receive scheduling information from local Outlook calendars maintained by individual employees.	Desired	Please provide addition information related to the system's capabilities in the Vendor Comments column.	N		Not currently available.		

Potential Interfaces

Req #	System/Interface	Vendor	Version	Database Platform	Type of Integration	Reason for Integration	Criticality	City Comments	Vendor Response	Method of Integration (API, XML, HTTP, etc)	Vendor Comments	Vendor Experience Developing Interface to Specified System (Include a narrative explanation of experience)	Cost to Develop
INT.5	MS SharePoint	Microsoft	2010	Windows	BOTH	Both: The system should send/receive reports/files/documents to SharePoint.	Important	Please provide addition information related to the system's capabilities in the Vendor Comments column.	S	File	An Interface exists between SharePoint and ONESolution. The cost is to configure, test, and train on existing interface.		$8,000
INT.6	Applicant Tracking	NeoGov	N/A	Web-based	BOTH	Receive: Receive applicant data for creating new employee record Send: New Hire Information	Desired	The City intends to keep NeoGov in the future environment, and develop an interface between this and the selected HR/ERP application.	C	File	An inferface is provided to import employee information into ONESolution via file. Alternatively - Estimate 40-60 hours to import Employee information via call to API or custom interface. A custom interface to output accounts via file would be 30-40		$6000-$8000 for output interface only.
INT.7	Asset Management	CityWorks	2014 SP6	SQL	RECEIVE	Receive: Work order journal entries	Important	The City is exploring time entry functionality at a future date.	C	File	Inferface is provided to import JE Sets into ONESolution via file. Alternatively - Estimate 40 hours to import JE Sets via call to API or custom interface.		
INT.8	Asset Management	CityWorks	2014 SP6	SQL	SEND	Send: Sending service orders	Desired	Potential in future environment for the service orders to be sent to CityWorks.	C	File	Will require more information about the desired level of interface.		
INT.9	SunGard (CRW) TRAKiT	SunGard	9.3.38	SQL Server	RECEIVE	Receive: The ERP system needs to receive transaction information and project information from TRAKiT.	Important	Go-live date scheduled to Q1 2017. The City is also interested in capabilities to initiate refunds out of TRAKiT and receiving them into the ERP system.	S	File			
INT.10	City P-Card Vendor/Bank	US Bank	N/A	Web-based	RECEIVE	Receive: The ERP system should receive purchasing card transaction detail (i.e., vendor name, transaction date, description entered online, account information).	Important		S	File			

City of Shoreline
List of Functional and Technical Requirements

Potential Interfaces

Req #	System/Interface	Vendor	Version	Database Platform	Type of Integration	Reason for Integration	Criticality	City Comments	Vendor Response	Method of Integration (API, XML, HTTP, etc)	Vendor Comments	Vendor Experience Developing Interface to Specified System (Include a narrative explanation of experience)	Cost to Develop
INT.11	City Bank	US Bank	N/A	Web-based	BOTH	Send: The ERP system should send positive pay file(s) to the City's bank and direct deposit file(s). Receive: The ERP system should receive transactions information for account reconciliation.	Important		S	File	Positive Pay file export can be enabled via configuration. A custom interface to output transactions would be 30-40 hours.		$6000-$8000 for output interface only.
INT.12	Recreation Software	MaxGalaxy - Maximum Solutions	N/A	Web-based	RECEIVE	Receive: cash receipting payments.	Desired	The City is also interested in capabilities to initiate refunds out of MaxGalaxy and receiving them into the ERP system.	C	File	Interface is provided to import CR Sets into ONESolution via file. Alternatively - Estimate 40 hours to import CR Sets via call to API or custom interface.		
INT.13	GIS	ESRI	10.3	N/A	RECEIVE	Receive: geocoded information for utility billing and project locations.	Desired		C	File			$12,000
INT.14	Performance Management Software	Halogen	11.9.6	Web-based	BOTH	Send: The ERP system should send employee data from the Human Resources module to Halogen Receive: The ERP system should receive evaluation results	Desired	The City is considering functionality related to performance appraisals under Tab 7 of this Attachment. If adequate functionality is not available in a proposed solution, and interface should be developed	C	File			$28,000
INT.15	Washington State Department of Retirement Services (DRS)	DRS	N/A	Web-based	SEND	Send: A fixed length text file of PERS contributions, hours, and earnings.	Important		S	File			
INT.16	TIAA	TIAA	N/A	Web-based	SEND	Send: Contibutions for 401 and 457 as a OPS layout file.	Important	Want to change to a SPARK file. Uses an in-house developed application to extract from IFAS and format.	C	File	Your application may continue to work with ONESolution.		$12,000

City of Shoreline
List of Functional and Technical Requirements

The City has developed a list of potential data conversion objects as part of the future system(s) implementation. For each object, proposers should indicate the proposed approach to data conversion includes the object or not. Additional information about each source can be found on the preceding interfaces tab. The cost to convert each object should be proposed on a line item basis and totaled in Attachment K - Cost Worksheet both by Important and Desired data conversion objects.

Response Indicators: When providing responses to the requirements in Attachment G, proposers shall use the following response indicators:

S: Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from vendors in accordance with agreed upon configuration planning with the City.

F: Feature/Function will be available in a future software release available to the City by July 1, 2017 at which point it will be implemented in accordance with agreed upon configuration planning with the City. If a response indicator of "F" is provided for a requirement that will be met in a future software release, the Proposer shall indicate the planned release version as well as the time the release will be generally available.

C: Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be provided with custom modifications. All related customization costs should be indicated in Attachment K – Cost Worksheets. If a response indicator of "C" is provided for a requirement that will be met through a custom modification, the Proposer shall indicate the cost of such a modification.

T: Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be provided with integration with a third-party system. This system should be specified. If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the Proposer shall identify this third-party system and include a cost Proposal to secure this system.

N: Feature/Function cannot be provided.

Potential Data Conversions

Req #	Data Conversion Object	Source	Quantity of Data Available	Quantity of Data Needed in Future System	Criticality	City Comments	Vendor Response	Cost to Convert	Vendor Comments
DC.1	GL Account Balances	Sungard IFAS	1999 to present	Current, Plus 6 Years Historical	**Desired**		**S**		**Item DC.1-DC.28: File interface. SunGard provides the tool, the City will format the data and run the utility.**
DC.2	GL Account Balances	Sungard IFAS	1999 to present	Current, Plus 2 Years Historical	**Important**		**S**		
DC.3	GL Account Transaction Data	Sungard IFAS	1999 to present	Current, Plus 6 Years Historical	**Desired**		**S**		
DC.4	GL Account Transaction Data	Sungard IFAS	1999 to present	Current, Plus 2 Years Historical	**Important**		**S**		
DC.5	GL Account Summary Data	Sungard IFAS	1999 to present	Current, Plus 6 Years Historical	**Desired**		**S**		
DC.6	GL Account Summary Data	Sungard IFAS	1999 to present	Current, Plus 2 Years Historical	**Important**		**S**		
DC.7	Budget History	Sungard IFAS	1999 to present	Current	**Important**		**S**		
DC.8	Budget History	Sungard IFAS	1999 to present	Current, Plus 2 Years Historical	**Desired**		**S**		

City of Shoreline
List of Functional and Technical Requirements

Potential Data Conversions

Req #	Data Conversion Object	Source	Quantity of Data Available	Quantity of Data Needed in Future System	Criticality	City Comments	Vendor Response	Cost to Convert	Vendor Comments
DC.9	Employee Pay History	Sungard IFAS	2003 to present	Current, Plus 3 Years Historical	Important		S		
DC.10	Employee Pay History	Sungard IFAS	2003 to present	2003 to present	Desired		S		
DC.11	Employee Files	Sungard IFAS	350 to 400 Active Employees; Terminated Employee History Consistent with Critical Pay History (approx. 300 terminated employees)	350 to 400 Active Employees; Terminated Employee History Consistent with Critical Pay History (approx. 300 terminated employees)	Important		S		
DC.12	AP History	Sungard IFAS	1999 to present	Current, Plus 6 Years Historical	Desired		S		
DC.13	AP History	Sungard IFAS	1999 to present	Current, Plus 2 Years Historical	Important		S		
DC.14	Vendor File (Active Vendors)	Sungard IFAS	5,000 to 6,000 Active Vendors	All Active Vendors	Important		S		
DC.15	Project History	Sungard IFAS	100 Active Projects; 500 Closed Projects	Current, Plus 2 Years Historical after project closure	Important	Project history currently tracked with job ledger through the GL	S		
DC.16	Project History	Sungard IFAS	100 Active Projects; 500 Closed Projects	Current, Plus 6 Years Historical after project closure	Desired	Project history currently tracked with job ledger through the GL	S		
DC.17	Customer File	Sungard IFAS	300 Active Customers	All Active Customers	Important		S		
DC.18	Outstanding Invoices	Sungard IFAS	Outstanding Invoices	All Outstanding Invoices	Important		S		
DC.19	Customer Transaction History	Sungard IFAS	1999 to present	Current, Plus 6 Years Historical	Desired		S		
DC.20	Customer Transaction History	Sungard IFAS	1999 to present	Current, Plus 2 Years Historical	Important		S		
DC.21	Cash Receipts History	Sungard IFAS	1999 to present	Current, Plus 6 Years Historical	Desired		S		
DC.22	Cash Receipts History	Sungard IFAS	1999 to present	Current, Plus 2 Years Historical	Important		S		
DC.23	UB Customer File	Springbrook	16,600 Active Customers	All Active Customers	Important		N		**We are not bidding Utility Billing.**

Potential Data Conversions

Req #	Data Conversion Object	Source	Quantity of Data Available	Quantity of Data Needed in Future System	Criticality	City Comments	Vendor Response	Cost to Convert	Vendor Comments
DC.24	UB Customer Payment History	Springbrook	8 Years	Current, Plus 8 Years Historical for Active Customers	Important		N		**We are not bidding Utility Billing.**
DC.25	UB Consumption History	Springbrook	8 Years	Current, Plus 2 Years Historical	Important		N		**We are not bidding Utility Billing.**
DC.26	Purchase Order History	Sungard IFAS	1999 to present	6 Years after the close of the fiscal year in which it was created	Desired		S		
DC.27	Purchase Order History	Sungard IFAS	1999 to present	2 Years after the close of the fiscal year in which it was created	Important		S		
DC.28	Open Purchase Orders	Sungard IFAS	TBD (current year)	Current open Purchase Orders	Important		S		

Tab 18 – Appendix 1: Proposed Product Descriptions

The following contains short descriptions of the proposed applications.

ONESolution Financials

ONESolution General Ledger is the heart of ONESolution Finance and Human Resources system. Every subsidiary application can be represented in detail or in summary in this application. The General Ledger is used to generate many financial and management reports and inquiries and is typically the primary area where budgets are created.

ONESolution Job/Project Accounting Ledger is a separate, yet integrated function of the General Ledger application. General Ledger and Job/Project Accounting Ledger transactions can be keyed simultaneously; thus, the two ledgers are fully integrated, never out of balance, and transactions need only be entered once. With a separate client-defined General Ledger and Job/Project Accounting Ledger account structure, the required organizational hierarchy for both the General Ledger and Job/Project Accounting Ledger can be effectively modeled. Job/Project can cross all General Ledger structural boundaries such as fund and function.

ONESolution Project Allocation provides expense allocation rules that are established at the time of project setup and drive posting to the Job/Project Ledger from all applications. Data entry from Accounts Payable, Accounts Receivable, Cash Receipts, Purchasing, Payroll, and other core applications requires only the project number reference to complete all account postings and secondary allocation transactions.

ONESolution Budgeting is a collection of flexible tools designed to help you create and analyze current and future year budgets. When developing budgets, current or prior-year budget and/or actual information is available for manipulation and set up of what if scenarios. The application can also define individually budgeted items (equipment purchases, travel requirements, etc.) within a given General Ledger or Job Ledger account.

ONESolution Accounts Payable is a powerful and integrated tool for managing vendor payments. Robust integration to the Purchasing, General Ledger, Accounts Receivable and Fixed Assets reduces data entry.

ONESolution Bank Reconciliation is a central repository of disbursement and deposit information generated by other applications. With Bank Reconciliation, you can track and report all disbursements issued and deposits received in ONESolution.

ONESolution Purchasing is designed for use by centralized or decentralized purchasing operations that enter requisitions online with online approval. The application prints purchase orders and provides the ability to track the life of each individual item that is printed on purchase orders, including any changes as a result of a change order. The Purchasing application also includes an optional, automatic interface to the Encumbrance, Accounts Payable, Fixed Assets, and Stores Inventory applications.

ONESolution PunchOut seamlessly integrates suppliers' websites with the ONESolution Purchasing application. PunchOut uses cXML, the industry standard accepted for integration of software applications and vendor shopping carts. Our cXML solution enables ONESolution to leverage this protocol with any vendor that supports the standard.

ONESolution Bid and Quote Management provides the ability to record and track verbal and written quotes, as well as formal bids. The overall goal of this application is to provide complete information from the original request to the purchase order, and ultimately through completion of all purchases.

ONESolution Stores Inventory is designed to account for products purchased by an organization that are being held in inventory. Stores Inventory accounts for the products from the time they are received until they are distributed. To accomplish this task, Stores Inventory is separated into three major functions: receiving, inventory control, and order processing. Stores Inventory includes optional automatic interfaces to the Purchasing, Accounts Receivable, and General Ledger applications.

ONESolution Fixed Assets is designed to help you monitor and report on all capitalized and non-capitalized fixed assets. Specifically, Fixed Assets allows you to keep track of the asset and related asset information from the time of acquisition until it is purged from the Fixed Assets database. In addition to monitoring the asset, Fixed Assets also performs a number of depreciation calculations and makes all required depreciation entries to the General Ledger.

ONESolution Accounts Receivable is designed to manage a wide variety of customers and charges. Powerful features include classification of customers, classification of charges, streamlined cashiering, and easy access to payment status or history.

ONESolution Accounts Receivable Online allows citizens to quickly pay their bills by credit card, debit card, or electronic check. The user can locate their bill, view the details, make a full or partial payment, and perform account inquiry and history reviews. This improves efficiency by reducing the time customer service representatives spend responding to telephone and walk-in inquiries.

ONESolution Grants Management tracks projects from initial proposal to closing. Grants Management can be divided into the grant life cycles such as: the proposal, award, budgeting and cost sharing projections, sponsor billing, memo and reporting needs and grant closure. Grant information tracked in Grants Management relates General Ledger/Job Ledger accounting and is connected through an account linkage subsequent to the grant award.

ONESolution Contract Management provides the ability to record multiple contracts within a master contract. Users can specify multiple year contracts, one-time or recurring contracts, multiple levels of required approvals and multiple vendor contracts within a master contract. The application also supports the creation of purchasing and encumbrance entries. The tasks and cycle of the scope of work are maintained as well. Reviews of anticipated expenses versus actual expenses and documentation related to the contractor's credentials are maintained. Contract Management integrates with the General Ledger and Job/Project Ledger application databases where actual expenses and encumbered details are maintained.

ONESolution Human Resources/Payroll

ONESolution Human Resources is a comprehensive and intuitive employee resource management system that tracks and manages an employee from application through separation.

ONESolution Payroll is a comprehensive application designed for the complex environments often found within the public sector. Such organizations often deal with a multitude of bargaining groups which require differing accruals, benefit packages, special tax deferrals and retirement programs. The Payroll application has the ability to set up comprehensive rules and calculations to automate sophisticated calculations for a simple, repeatable payroll process.

ONESolution Time Card Online provides simple, easy, intuitive time entry designed for employee and small department access with full integration with Workflow approvals and ONESolution Payroll. Employees are able to enter time remotely from the web with full security.

ONESolution Position Budgeting provides the ability to forecast salary, benefits and other employer paid contributions based on what-if scenarios created by the organization. Data is automatically imported to Position Budgeting from the Human Resources and Payroll applications to provide a working area for manipulation on different scenarios. Forecast data can be changed at the individual employee level or by automated processing with mass updates using selection criteria.

ONESolution Employee Online is the web-based employee self-service portal for access to personal information, pay stubs, what-if calculator, W-2 forms, open enrollment and more. Employees have 24/7 convenient access to view many meaningful aspects of their employment while also updating the key information the organization allows. By automating many of the processes that Human Resources departments normally handle, you can save time, money, and the environment with Employee Online.

ONESolution Applicant Online is a web-based application that enables job applicants to search, review, and apply for available openings. Back-office components allow for review and processing of applications without redundant data entry. When used with the Human Resources application, Applicant Online streamlines the hiring process, reduces data entry, and assures maximum recruiting exposure.

ONESolution Professional Development enables organizations to create and manage staff education programs through the Internet. End users enjoy round-the-clock access to registration, class schedules, and a personal record of completed coursework while saving time on administration.

ONESolution Personnel Actions allows management and administrators to make requests for personnel changes online. The electronic workflow process routes the request through the user-defined approval hierarchy and business processes. Once the request is fully approved, the option to automatically update the various areas of the Human Resources application is available to save time and eliminate manual processing for your organization.

ONESolution Foundation/Core

ONESolution Cash Receipts allows you to get rapid, accurate control over all payment and deposit transactions. Simply enter transactions using a terminal, printer, and cash drawer combination or a cash register point-of-sale device that interfaces directly with the central processor. Cash Receipts accepts payments for all ONESolution Finance applications. When payments are posted, Cash Receipts distributes the payment information to the appropriate software application or directly to the General Ledger.

ONESolution Desktop empowers you by providing a centralized location from which to make informed decisions. With the Desktop, you have the ability to customize page content, including up-to-the-minute report data, workflow-driven task lists, and user-defined links for quick access to any of the areas in ONESolution or other external websites where you work frequently. Financial reports can be pulled from real-time, integrated data within ONESolution and presented in graph, chart, or numerical format, as you define them. In addition, the Desktop displays a priority list of rule-based workflow tasks requiring your action or approval.

ONESolution Workflow allows you to model and automate various business processes within your organization by defining rule-based activities via a graphical interface. These models can be triggered by a variety of events, including table updates, scheduled time intervals, and process executions. These events can result in a range of activities, from task list items assignments, email notifications and responses, table updates, reports, document processing, data mining, and additional processing being performed automatically by the model.

ONESolution Easy Laser Forms (ELF) is designed to be just that: easy to install, easy to use, and easy to support. ELF allows you to print standard and custom forms, checks, purchase orders, invoices, personnel forms and virtually any type of business document. ELF forms allow for the incorporation of illustrated designs, such as organization seals. ELF is a pure software solution - no hardware requirements, such as a printer board or font cartridge, are necessary. Electronic signature and built-in MICR are supported. ELF is designed to make printing forms easy.

ONESolution Documents Online increases productivity by helping you to archive and retrieve documents, images and reports electronically within ONESolution. You can scan documents such as invoices or resumes and attach them to files in ONESolution. Retrieve relevant images for a quick visual reference from the active ONESolution application, without requiring a search for files in storage facilities.

SunGard Public Sector Analytics offers organizations a single, web-based, complete solution for all components of the reporting lifecycle. This application provides collaborative reporting, enterprise-wide report types, and reports that can be authored once and consumed anywhere.

Tab 19 – Appendix 2: Hardware Specifications

ONESolution Recommended Hardware Specifications

SQL Database Server Requirements

COMPONENT	REQUIREMENT
Operating System	SQL Server 2008 R2, 2012, 2014 – standard or enterprise
Processor	Four Intel Xeon cores
Memory	24GB of RAM, 16GB dedicated
Network	1Gb or faster
Storage	500GB – 2TB (varies based on products installed)

Application, Job, and Analytics Servers Requirements

COMPONENT	REQUIREMENT
Operating System	Windows 2008 R2 SP1 or Windows 2012 R2
Processor	Four Intel® Xeon® cores
Memory	Single suite - 8GB RAM; Multiple suites – 12GB RAM
Network	1Gb or faster
Storage	70GB
Other Software	.NET 4.5.1 PowerShell 4.0

Analytics Server Requirements

COMPONENT	REQUIREMENT
Operating System	Windows 2008 R2 SP1 or Windows 2012 R2
Processor	Four Intel® Xeon® cores
Memory	16GB RAM
Network	1Gb or faster
Storage	70GB
Other Software	.NET 4.5.1 PowerShell 4.0

Mobile and Online Applications Servers Requirements

COMPONENT	REQUIREMENT
Processor	Two Intel® Xeon® cores
Memory	4-16GB RAM
Network	1Gb or faster
Storage	70GB

Supported System Software Options

COMPONENT	REQUIREMENT
Virtualization Software	VMware vSphere 4.1 or higher Microsoft Hyper-V
Web Services Software	Microsoft IIS
Data Backup	Symantec Backup Exec or similar solution
Malware/Anti-Virus	Symantec Endpoint Protection or similar solution

ONESolution Client Workstation Requirements

COMPONENT	REQUIREMENT
Operating System	Windows 7 SP1 Professional Windows 8.1 Professional
Processor	Multi-core 32 or 64 bit with 2GHz or faster
Memory	4GB or higher, at least 1.5GB free
Network	1Gb or faster with Internet access
Storage	20GB
Software	Microsoft Office 2007/2010/2013 .NET 4.5.1

Virtual Server Configuration Guidelines

SunGard supports the Public Administration applications in virtual environments using either VMware vSphere or Microsoft Hyper-V. There are two deployment options that SunGard recommends:

- Distributed servers using centralized storage
- Isolated servers using local storage

The first option requires a high performance SAN solution configured with SAS or fiber channel hard drives and allows for expandability and redundancy. The second option requires a large amount of internal SAS hard drives but is a good option for smaller, cost-conscious customers.

While Microsoft SQL Server can be virtualized, SunGard recommends that this software be deployed in a physical environment for performance and stability reasons. This is especially true for large environments with 100 concurrent users or more.

General Notes and Hardware Requirements

1. All LAN connections, both server and workstation, should be 1 Gb/sec or faster and in a switched environment. Any WAN connections should be evaluated with regard to concurrent usage and latency. Please contact a SunGard Solutions Architect to discuss any WAN implementations.
2. SunGard recommends creating a separate partition (i.e. d:\ drive) to install the SunGard Apps.
3. Hard drives hosting the SunGard applications and the requisite databases should be based on SAS or Fiber Channel technology. SunGard does not recommend the use of SATA drives with production infrastructures due to the low I/O performance inherent to SATA technology.
4. The storage subsystem will vary in size and design relative to customer's size, the applications being installed and any data to be converted. A SunGard Solutions Architect will work with the customer's IT staff to determine the final drive layout and RAID groups necessary to support our applications.
5. An Application server is configured for up to 140 concurrent users. An additional Application server is required for each additional 140 users. For clients that want load balancing between two or more Application Servers, a hardware load balancer such as F5 is recommended.
6. Microsoft SQL Server is the only database software supported with the SunGard Applications. Due to the Microsoft licensing requirements, SQL must be licensed on a per core basis in order to be compliant with our application model. ONESolution requires a named instance.

7. The ONESolution client is only supported on workstations running the business class versions of Windows. The Home or RT versions of Windows are not supported.

8. The specifications in this document are for physical servers or virtual machines dedicated to the SunGard applications. SunGard does not recommend installing anything other than the supported system software on servers/VMs running our applications.

9. The specifications listed in this document are recommendations based on average customer experiences and load testing. Tuning of hardware and software may require additional hardware resources for best performance in your specific environment.

Tab 20 – Appendix 3: Sample Project Schedule

An undertaking of this magnitude requires product-specific expertise and the resources to deliver a total system. SunGard partners with you to determine the best possible phasing approach.

The sample timeline provided on the following pages shows the steps associated with implementing the proposed ONESolution applications. Upon further discovery and definition of the project scope, typically during the contract phase of the evaluation process, a project schedule with real dates is proposed.

All dates herein are for illustrative purposes only. No dates have been reserved for conversions or training. Once a contract is signed, a detailed plan is developed, including confirmed dates, resources, and tasks which may vary from this plan.

SAMPLE ONESolution Migration Project Plan

ID		Task Code	Task Name	Duration	Planned Start	Planned Finish
0			**SAMPLE - IFAS to ONESolution Project Plan**	**295.75 days**	**Mon 6/1/15**	**Mon 7/18/16**
1			7.x to 15.x Upgrade and SQL Migration	295.75 days	Mon 6/1/15	Mon 7/18/16
2			**Plan**	**51 days**	**Mon 6/1/15**	**Mon 8/10/15**
3			Deliver Hardware Specs to Customer	1 day	Mon 6/1/15	Mon 6/1/15
4			Review Hardware Specs	5 days	Tue 6/2/15	Mon 6/8/15
5			Order Hardware/Software	10 days	Tue 6/9/15	Mon 6/22/15
6			Identify Project Team	10 days	Tue 6/2/15	Mon 6/15/15
7			Schedule Weekly Calls	10 days	Tue 6/16/15	Mon 6/29/15
8			Identify Scope of Work	20 days	Tue 6/30/15	Mon 7/27/15
9			Identify Custom Code or Interfaces for SunGard to Review	20 days	Tue 6/30/15	Mon 7/27/15
10			Identify Schedule (Timeline)	20 days	Tue 6/30/15	Mon 7/27/15
11			Identify Budget	20 days	Tue 6/30/15	Mon 7/27/15
12			Create Project Plan Draft	20 days	Tue 6/30/15	Mon 7/27/15
13			Create Project Charter	20 days	Tue 6/30/15	Mon 7/27/15
14			**Documentation**	**30 days**	**Tue 6/2/15**	**Mon 7/13/15**
15			**Send Welcome Packet**	**15 days**	**Tue 6/2/15**	**Mon 6/22/15**
16			ONESolution Agendas	15 days	Tue 6/2/15	Mon 6/22/15
17			Pre 7.9 Data Cleanup (If on pre-7.9 version in Production)	15 days	Tue 6/2/15	Mon 6/22/15
18			End User Guides	15 days	Tue 6/2/15	Mon 6/22/15
19			Scheduling Forms	15 days	Tue 6/2/15	Mon 6/22/15
20			Data Dictionary	15 days	Tue 6/2/15	Mon 6/22/15
21			Release Notes	15 days	Tue 6/2/15	Mon 6/22/15
22			Sample Test Plans	15 days	Tue 6/2/15	Mon 6/22/15
23			Review Welcome Packet	15 days	Tue 6/23/15	Mon 7/13/15
24			**Project Kickoffs**	**15 days**	**Tue 6/2/15**	**Mon 6/22/15**
25			Customer Project Kickoff	15 days	Tue 6/2/15	Mon 6/22/15
26			SunGard Project Team Kickoff	15 days	Tue 6/2/15	Mon 6/22/15
27			**Custom Code and Custom Interface Review**	**10 days**	**Tue 7/28/15**	**Mon 8/10/15**
28			Review Custom Code or Interfaces at high level	10 days	Tue 7/28/15	Mon 8/10/15
29			Review Cash Receipt Format needs	10 days	Tue 7/28/15	Mon 8/10/15
30			Schedule Funded Discovery Calls as needed	10 days	Tue 7/28/15	Mon 8/10/15
31			**Scheduling Forms & Installation Discovery Call**	**21 days**	**Tue 6/2/15**	**Tue 6/30/15**
32			Send Scheduling Form to Customer	5 days	Tue 6/2/15	Mon 6/8/15
33			Fill Out and Send Scheduling Form to SunGard	5 days	Tue 6/9/15	Mon 6/15/15
34			Schedule Installation Discovery Call	5 days	Tue 6/16/15	Mon 6/22/15
35			Deliver Scope of work for installation task	2 days	Tue 6/23/15	Wed 6/24/15
36			Approve Scope of Work/Prepare for install	4 days	Thu 6/25/15	Tue 6/30/15
37			**Prepare**	**20.25 days**	**Mon 7/27/15**	**Mon 8/24/15**
38			**Software Installation (sample dates only)**	**20.25 days**	**Mon 7/27/15**	**Mon 8/24/15**
39			Installation & Initial Data Migration & Upgrade to 15.x	10 days	Mon 7/27/15	Fri 8/7/15

This is a Sample Project Plan - Dates and Tasks are for illustrative purposes only.

ID	Task Code	Task Name	Duration	Planned Start	Planned Finish
40		Validate Install/Upgrade - System & Application Verification/Testing	5 days	Mon 8/10/15	Fri 8/14/15
41		System Handoff Call (Remote 2 Hours)	2 hrs	Mon 8/17/15	Mon 8/17/15
42		Validate Data	5 days	Mon 8/17/15	Mon 8/24/15
43		MILESTONE: ONESolution Pre-Prod Environment Ready	0 days	Mon 8/24/15	Mon 8/24/15
44		**Execute**	**197 days**	**Mon 8/24/15**	**Wed 5/25/16**
45		**SunGard Professional Services**	**60.33 days**	**Mon 8/24/15**	**Mon 11/16/15**
46		**System Admin Training (If new to SQL)**	**3 days**	**Thu 9/10/15**	**Tue 9/15/15**
47		SA/DBA Training (if needed)	3 days	Thu 9/10/15	Tue 9/15/15
48		**Training (Remote Distance Learning)**	**60.33 days**	**Mon 8/24/15**	**Mon 11/16/15**
49		Security Overview - DL	2.67 hrs	Mon 8/31/15	Mon 8/31/15
50		Security Follow up - DL	2.67 hrs	Mon 9/7/15	Mon 9/7/15
51		ONESolution Navigation - DL	2.67 hrs	Wed 9/9/15	Thu 9/10/15
52		Desktop and Documents Online Orientation - DL	2.67 hrs	Mon 9/14/15	Mon 9/14/15
53		Workflow and CDD Orientation Session - DL	2.67 hrs	Wed 9/16/15	Wed 9/16/15
54		**Cash Receipts (if using interactive cash receipts)**	**10 days**	**Wed 9/2/15**	**Wed 9/16/15**
55		New Cash Receipts Setup and Configuration - 2 DLs (Consultant Only)	5.34 hrs	Wed 9/2/15	Wed 9/2/15
56		Cash Receipts Overview - 1 DI	2.67 hrs	Thu 9/10/15	Fri 9/11/15
57		Cashering Configuration - Client Fee Codes - 2 DLs (consultant only if list provided to consultant in advance)	5.34 hrs	Tue 9/15/15	Tue 9/15/15
58		Cashering - 1 DL to setup Receipt Format (Using default layout with minor changes)	2.67 hrs	Tue 9/15/15	Wed 9/16/15
59		Cognos Training - Onsite and Remote (if licensed)	30 days	Mon 8/24/15	Mon 10/5/15
60		Subsystem Orientation - 1 DL per subsystem	45 days	Mon 8/24/15	Mon 10/26/15
61		New Module Implementation (if any)	60 days	Mon 8/24/15	Mon 11/16/15
62		Advanced Security Training - DL	2.67 hrs	Mon 11/16/15	Mon 11/16/15
63		MILESTONE: Complete Trainings	0 days	Mon 11/16/15	Mon 11/16/15
64		**Development and Setup/Configurations**	**70 days**	**Mon 8/24/15**	**Mon 11/30/15**
65		Custom Code or Interfaces Funded Dev	60 days	Mon 8/24/15	Mon 11/16/15
66		Security Setup	50 days	Mon 8/31/15	Mon 11/9/15
67		Documents Online - Attachment Definitions	30 days	Mon 9/14/15	Mon 10/26/15
68		Desktop Configuration (Previously dashboard)	30 days	Mon 9/14/15	Mon 10/26/15
69		CDD Reports (modify existing or create new if needed)	25 days	Wed 9/16/15	Wed 10/21/15
70		Workflow Development (if needed)	25 days	Wed 9/16/15	Wed 10/21/15
71		Cognos Report Development (If licensed)	40 days	Mon 10/5/15	Mon 11/30/15
72		Develop or Review Subsystem Test Plans	61 days	Mon 8/24/15	Tue 11/17/15
73		MILESTONE: Finish all Development & Configuration Efforts	0 days	Tue 11/17/15	Tue 11/17/15
74		**Testing & Configuration Documentation**	**50 days**	**Tue 11/17/15**	**Tue 1/26/16**
75		**Security**	**50 days**	**Tue 11/17/15**	**Tue 1/26/16**
76		Test Security	45 days	Tue 11/17/15	Tue 1/19/16
77		Document Additional Configurations	5 days	Tue 1/19/16	Tue 1/26/16

This is a Sample Project Plan - Dates and Tasks are for illustrative purposes only.

ID		Task Code	Task Name	Duration	Planned Start	Planned Finish
78			**Documents Online - Attachment Definitions**	**50 days**	**Tue 11/17/15**	**Tue 1/26/16**
79			Test DO attachment Definitions	45 days	Tue 11/17/15	Tue 1/19/16
80			Document Additional Configurations/Follow Up as needed	5 days	Tue 1/19/16	Tue 1/26/16
81			**Desktop (previously Dashboard)**	**50 days**	**Tue 11/17/15**	**Tue 1/26/16**
82			Test Desktop	45 days	Tue 11/17/15	Tue 1/19/16
83			Document Additional Configurations/Follow Up as needed	5 days	Tue 1/19/16	Tue 1/26/16
84			**Workflow Models**	**50 days**	**Tue 11/17/15**	**Tue 1/26/16**
85			Test Workflow Models	45 days	Tue 11/17/15	Tue 1/19/16
86			Document Additional Configurations/Follow Up as needed	5 days	Tue 1/19/16	Tue 1/26/16
87			**CDD "Must Have Reports"**	**50 days**	**Tue 11/17/15**	**Tue 1/26/16**
88			Test CDD "Must Have" Reports	45 days	Tue 11/17/15	Tue 1/19/16
89			Document Additional Configurations/Follow Up as needed	5 days	Tue 1/19/16	Tue 1/26/16
90			**Forms Testing**	**50 days**	**Tue 11/17/15**	**Tue 1/26/16**
91			Test All Forms (Ex: PO form, AP checks, PY checks, etc…)	45 days	Tue 11/17/15	Tue 1/19/16
92			Document Additional Configurations/Follow Up as needed	5 days	Tue 1/19/16	Tue 1/26/16
93			**Cognos "Must Have Reports"**	**50 days**	**Tue 11/17/15**	**Tue 1/26/16**
94			Test Cognos "Must Have" Reports	45 days	Tue 11/17/15	Tue 1/19/16
95			Document Additional Configurations/Follow Up as needed	5 days	Tue 1/19/16	Tue 1/26/16
96			**General Ledger/Job Ledger Testing**	**50 days**	**Tue 11/17/15**	**Tue 1/26/16**
97			GL/JL Testing	45 days	Tue 11/17/15	Tue 1/19/16
98			Document Additional Configurations/Follow Up as needed	5 days	Tue 1/19/16	Tue 1/26/16
99			**Budget Item Detail Testing**	**50 days**	**Tue 11/17/15**	**Tue 1/26/16**
100			Budget Item Detail Testing	45 days	Tue 11/17/15	Tue 1/19/16
101			Document Additional Configurations/Follow Up as needed	5 days	Tue 1/19/16	Tue 1/26/16
102			**Person Entity Testing**	**50 days**	**Tue 11/17/15**	**Tue 1/26/16**
103			Person Entity Testing	45 days	Tue 11/17/15	Tue 1/19/16
104			Document Additional Configurations/Follow Up as needed	5 days	Tue 1/19/16	Tue 1/26/16
105			**Purchasing Testing**	**50 days**	**Tue 11/17/15**	**Tue 1/26/16**
106			Purchasing Testing	45 days	Tue 11/17/15	Tue 1/19/16
107			Document Additional Configurations/Follow Up as needed	5 days	Tue 1/19/16	Tue 1/26/16
108			**Accounts Payable Testing**	**50 days**	**Tue 11/17/15**	**Tue 1/26/16**
109			Accounts Payable Testing	45 days	Tue 11/17/15	Tue 1/19/16
110			Document Additional Configurations/Follow Up as needed	5 days	Tue 1/19/16	Tue 1/26/16
111			**Bank ReconciliationTesting**	**50 days**	**Tue 11/17/15**	**Tue 1/26/16**
112			Bank ReconciliationTesting	45 days	Tue 11/17/15	Tue 1/19/16
113			Document Additional Configurations/Follow Up as needed	5 days	Tue 1/19/16	Tue 1/26/16
114			**Accounts Receivable/Cash Receipts Testing**	**50 days**	**Tue 11/17/15**	**Tue 1/26/16**
115			Accounts Receivable/Cash Receipts Testing	45 days	Tue 11/17/15	Tue 1/19/16
116			Document Additional Configurations/Follow Up as needed	5 days	Tue 1/19/16	Tue 1/26/16
117			**Contracts Management Testing**	**50 days**	**Tue 11/17/15**	**Tue 1/26/16**

This is a Sample Project Plan - Dates and Tasks are for illustrative purposes only.

ID	Task Code	Task Name	Duration	Planned Start	Planned Finish
118		Contracts Management Testing	45 days	Tue 11/17/15	Tue 1/19/16
119		Document Additional Configurations/Follow Up as needed	5 days	Tue 1/19/16	Tue 1/26/16
120		**Stores Inventory Testing**	**50 days**	**Tue 11/17/15**	**Tue 1/26/16**
121		Stores Inventory Testing	45 days	Tue 11/17/15	Tue 1/19/16
122		Document Additional Configurations/Follow Up as needed	5 days	Tue 1/19/16	Tue 1/26/16
123		**Fixed Assets Testing**	**50 days**	**Tue 11/17/15**	**Tue 1/26/16**
124		Fixed Assets Testing	45 days	Tue 11/17/15	Tue 1/19/16
125		Document Additional Configurations/Follow Up as needed	5 days	Tue 1/19/16	Tue 1/26/16
126		**Work Order Testing**	**50 days**	**Tue 11/17/15**	**Tue 1/26/16**
127		Work Order Testing	45 days	Tue 11/17/15	Tue 1/19/16
128		Document Additional Configurations/Follow Up as needed	5 days	Tue 1/19/16	Tue 1/26/16
129		**Human Resources Testing**	**50 days**	**Tue 11/17/15**	**Tue 1/26/16**
130		Human Resources Testing	45 days	Tue 11/17/15	Tue 1/19/16
131		Document Additional Configurations/Follow Up as needed	5 days	Tue 1/19/16	Tue 1/26/16
132		**Payroll Testing**	**50 days**	**Tue 11/17/15**	**Tue 1/26/16**
133		Payroll Testing	45 days	Tue 11/17/15	Tue 1/19/16
134		Document Additional Configurations/Follow Up as needed	5 days	Tue 1/19/16	Tue 1/26/16
135		**Position Budgeting Testing**	**50 days**	**Tue 11/17/15**	**Tue 1/26/16**
136		Position Budgeting Testing	45 days	Tue 11/17/15	Tue 1/19/16
137		Document Additional Configurations/Follow Up as needed	5 days	Tue 1/19/16	Tue 1/26/16
138		**Employee Online Testing**	**50 days**	**Tue 11/17/15**	**Tue 1/26/16**
139		Employee Online Testing	45 days	Tue 11/17/15	Tue 1/19/16
140		Document Additional Configurations/Follow Up as needed	5 days	Tue 1/19/16	Tue 1/26/16
141		**Aplicant Online Testing**	**50 days**	**Tue 11/17/15**	**Tue 1/26/16**
142		Aplicant Online Testing	45 days	Tue 11/17/15	Tue 1/19/16
143		Document Additional Configurations/Follow Up as needed	5 days	Tue 1/19/16	Tue 1/26/16
144		MILESTONE: SME (Subject Matter Expertise) Sign Off	0 days	Tue 1/26/16	Tue 1/26/16
145		**Mock Migration & Post Mock Testing**	**39 days**	**Tue 1/26/16**	**Mon 3/21/16**
146		Review Post Instal Configurations (Help Desk Cases, etc....)	2 days	Tue 1/26/16	Thu 1/28/16
147		Schedule Discovery Call for Mock Migration (1-2 hrs)	2 days	Tue 1/26/16	Thu 1/28/16
148		Execute Mock Migration	5 days	Mon 2/1/16	Mon 2/8/16
149		Post Mock Migration Testing	30 days	Mon 2/8/16	Mon 3/21/16
150		MILESTONE: Mock Migration & Post Mock Testing Complete	0 days	Mon 3/21/16	Mon 3/21/16
151		**Readiness Analysis**	**40 days**	**Mon 3/21/16**	**Mon 5/16/16**
152		Identify outstanding showstopper cases	5 days	Mon 3/21/16	Mon 3/28/16
153		Address outsanding showstoppers cases	30 days	Mon 3/28/16	Mon 5/9/16
154		Review outstanding project management issues	5 days	Mon 3/21/16	Mon 3/28/16
155		Address outstanding project managment issues	30 days	Mon 3/28/16	Mon 5/9/16
156		Complete Go Live Readiness Checklist & Return	5 days	Mon 5/9/16	Mon 5/16/16
157		**Training (End UserTraining)**	**47 days**	**Mon 3/21/16**	**Wed 5/25/16**

This is a Sample Project Plan - Dates and Tasks are for illustrative purposes only.

ID		Task Code	Task Name	Duration	Planned Start	Planned Finish
158			Schedule SunGard Resources where needed	5 days	Mon 3/21/16	Mon 3/28/16
159			Develop Training Schedule and Communicate	5 days	Mon 4/18/16	Mon 4/25/16
160			Develop Training Materials	10 days	Mon 4/18/16	Mon 5/2/16
161			Perform End User Training	7 days	Mon 5/16/16	Wed 5/25/16
162			MILESTONE: End End User Training Complete	0 days	Wed 5/25/16	Wed 5/25/16
163			**Confirm/Implement**	**50.5 days**	**Mon 3/28/16**	**Mon 6/6/16**
164			**Implement in Production**	**50.5 days**	**Mon 3/28/16**	**Mon 6/6/16**
165			Confirm Final Migration/Update to Production with SunGard	1 day	Mon 3/28/16	Tue 3/29/16
166			Confirm Go Live Readiness Checklist	5 days	Wed 5/18/16	Wed 5/25/16
167			Schedule Discovery Call for Final Migration	5 days	Mon 5/16/16	Mon 5/23/16
168			Deliver Scope of Work for Final Migration and go-live	1 day	Mon 5/23/16	Tue 5/24/16
169			Approve, sign and return Scope of Work for Final Migration and go-live	1 day	Tue 5/24/16	Wed 5/25/16
170			Notify Stakeholders	1 day	Wed 5/25/16	Thu 5/26/16
171			Execute Final Migration (begin Thurs pm to run into weekend)	2 days	Thu 6/2/16	Mon 6/6/16
172			Validate Implementation	0.5 days	Mon 6/6/16	Mon 6/6/16
173			Notify Stakeholders	0 days	Mon 6/6/16	Mon 6/6/16
174			MILESTONE: GO-LIVE	0 days	Mon 6/6/16	Mon 6/6/16
175			**Support/Sustain**	**30 days**	**Mon 6/6/16**	**Mon 7/18/16**
176			**TEST account Creation**	**11.25 days**	**Mon 6/13/16**	**Tue 6/28/16**
177			Schedule Discovery Call for TEST account creation	0.25 days	Mon 6/13/16	Mon 6/13/16
178			**Create TEST account**	3 days	Mon 6/20/16	Wed 6/22/16
179			High Level Validation (Reports for data, bring up screens, run CDD Rpts, etc...)	4 days	Thu 6/23/16	Tue 6/28/16
180			**Post Go-Live Support**	**30 days**	**Mon 6/6/16**	**Mon 7/18/16**
181			Review Post Go Live Issues	10 days	Mon 6/6/16	Mon 6/20/16
182			Address Critical Post Go-Live issue	30 days	Mon 6/6/16	Mon 7/18/16
183			Schedule Additional Training with SunGard as needed	20 days	Mon 6/6/16	Mon 7/4/16
184			PM to CSE Handoff Call	5 days	Mon 7/4/16	Mon 7/11/16
185			Close Project	5 days	Mon 7/11/16	Mon 7/18/16